

Carra Looman

Document Control Specialist

Profile

Document Control Specialist with 1 year of experience in managing and maintaining critical company documentation. Highly skilled in organizing, categorizing, and tracking documents while ensuring accuracy and compliance with industry standards. Proven ability to collaborate with cross-functional teams and streamline document control processes. Strong attention to detail, excellent communication skills, and a commitment to continuous improvement.

Employment History

Document Control Specialist at AECOM, CA

May 2023 - Present

- Successfully managed over 10,000 technical documents for AECOM's California projects, ensuring timely delivery and accurate version control.
- Streamlined document control processes by implementing a new electronic document management system (EDMS), resulting in a 30% increase in efficiency and a 25% reduction in document retrieval time.
- Reduced documentation errors by 40% through the development and implementation of a comprehensive training program for new team members, leading to improved overall project quality.
- Played a pivotal role in the successful completion of a \$50 million infrastructure project by maintaining strict document control procedures, ensuring all necessary permits and approvals were obtained on time.

Document Control Coordinator at Parsons Corporation, CA

Sep 2022 - Apr 2023

- Successfully managed the documentation process for over 500 critical projects, ensuring timely completion and delivery with a 98% on-time rate, leading to increased client satisfaction and repeat business for Parsons Corporation in California.
- Streamlined the document control system by implementing new software and training team members, resulting in a 25% increase in efficiency and reducing the document retrieval time from 15 minutes to 5 minutes per request.
- Led a cross-functional team of 10 members to conduct a comprehensive audit and update of over 10,000 documents, resulting in improved accuracy, organization, and compliance with industry standards and regulations.

Certificates

Certified Document Controller (CDC)

Apr 2022

Information Governance Professional (IGP)

Nov 2020

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 (596) 692-1834
 1234 Sunshine Lane, San Francisco, CA 94112, USA

Education

Associate of Applied Science in Document Management at California State University, Long Beach

Aug 2018 - May 2022

Relevant Coursework: Document Processing, Records Management, Information Systems, Database Management, Digital Imaging, Content Management, Archiving, Business Communication, and Project Management.

Links

[linkedin.com/in/carralooman](https://www.linkedin.com/in/carralooman)

Skills

SharePoint

AutoCAD

Bluebeam Revu

Documentum

Laserfiche

Aconex

Procore

Languages

English

Japanese

Resume For Document Control Specialist

Anne Hart



Resume For Document Control Specialist:

Motivated Resumes & LinkedIn Profiles Brian E. Howard, 2017-11-01 Book Five in Motivated Series by Brian E Howard Resumes are the cornerstone to any successful job search and this resource gives you unprecedented insight and advice from more than a dozen of the most experienced and award winning resume and LinkedIn profile writers in the industry Get inside the minds of these writers to learn how to create impactful materials that get you interviews and job offers Learn how they think about keywords titling branding accomplishments format color design and a host of other resume writing and LinkedIn profile considerations Become an insider and learn the secrets from some of the very best **The Career Artisan Series:**

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[Coach-Executive Coach-Branding-Letter & Resume-Writing Service](#) Anne Hart, 2005-10-07 Here's how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client's competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You'll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you'll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here's how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appointments for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters

Real-resumes for Supply & Logistics Jobs Anne McKinney, 2006 If you've been working in a specialized field like supply or logistics you really yearn to see sample resumes and cover letters of job hunters who have a similar background to yours These resumes and cover letters were used in real job campaigns and they speak the language of supply and logistics You will gain insights into how to use the specialized language of supply and logistics and actually translate technical concepts of the supply and logistics field into language that can be easily understood **Real-resumes for Manufacturing Jobs** Anne McKinney, 2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring

manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas **Real-resumes for Safety and Quality Assurance Jobs** Anne McKinney,2005 Job hunters aiming for employment in the safety and quality assurance field will welcome this resource for resume and cover letter preparation The 192 page book gives valuable tips on interviewing but the the meat of the book is the section containing samples of resumes and cover letters used by real people to gain employment related to safety and quality assurance NASA Tech Briefs ,1993 *Just Resumes* Kim Marino,1991-11-11 No matter where you re starting from this book will help you get where you want to go The ultimate guide to writing a resume that get results **Access Solutions** Arvin Meyer,Douglas J. Steele,2010-09-14 Two Microsoft Access MVPs show how you can become an Access power user Microsoft Access is the world s leading database system with millions of users and hundreds of thousands of developers The best practices tips and techniques in this book can turn users into power users Millions of eager users make Access the most popular database system in the world These Microsoft MVPs exploit key features in Access providing advice on techniques for capturing sharing and reporting Access data Each tip provides detailed solutions with clear instructions for implementation and samples of all can be found on the companion Web site Access 2010 Solutions offers professional advice that enables every Access user to get greater value from the Access database system **National JobBank 2010** Adams Media,2010-09-15 Alphabetically arranged by state this indispensable annual director to over 21 000 employers offers a variety of pertinent contact business and occupational data American Library Association Business Reference and Services Section BRASS Completely updated to include the latest industries and employers this guide includes complete profiles of more than 20 000 employers nationwide featuring Full company name address phone numbers and website e mail addresses Contacts for professional hiring A description of the companys products or services Profiles may also include Listings of professional positions advertised Other locations Number of employees Internships offered InfoWorld ,1997-11-17 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *InfoWorld* ,2001-05-28 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Commerce Business Daily** ,1997-12-31 **InfoWorld** ,2002-09-16 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Computerworld**

,2004-12-20 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network **Engineering News-record** ,1981-07 Computerworld ,1981-11-23 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network The Amazing Adventures of Working Girl Karen Burns,2009-03-31 A useful and fun book for any woman who has ever wanted needed lost quit hated or loved a job Working Girl aka Karen Burns has held a total of 59 jobs so far including housekeeper cigarette girl paper boy model ditch digger bank teller editor brochure writer artist and corporate drone She made mistakes along the way but extracted one important lesson from each job she has held Working Girl now shares her hard earned wisdom for the modern working woman with this series of 59 humorous yet practical vignettes including guidance on Risk taking and why it's good How to build self confidence Tips for managing your boss When you're not appreciated Causes and cures for burnout Balancing baby and boss When it's time to say adieu and 52 more Whimsically illustrated with Working Girl cartoons this is a fun accessible advice book that deals with the real issues that are on the minds of working women and not just those who are striving for the corner office No matter where a girl finds herself on the job ladder from the bottom to the top she'll find that The Amazing Adventures of Working Girl will give her both perspective and a plan for success *Computerworld* ,2002-09-16 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network *The Introvert's Guide to Job Hunting* Tim Toterhi,2016-12-07 Most career books take one of two approaches They provide theoretical frameworks that are difficult to apply or they offer cookie cutter answers to a series of stock interview questions that in reality rarely get asked The Introvert's Guide to Job Hunting provides a flexible easy to follow process for selecting or affirming your career goal crafting a rock star resume that sets you apart from the competition and enabling you to confidently navigate the interview and negotiation processes It also offers the perspective of top notch career coaches headhunters and assessment experts The Introvert's Guide to Job Hunting crosses experience levels industries and geographic boundaries Whether you are an experienced professional seeking the next level a career changer or a recent graduate just getting started it can help you achieve your goals While this book specifically targets introverts it also provides tips and techniques for job seekers who view themselves as more extroverted

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first look image released for bbc drama adaptation you don t know me - Mar 15 2023

web may 19 2021 published 10 00 am 19 may 2021 updated 8 20 am 19 may 2021 the first image from the highly anticipated upcoming four part drama you don t know me has been released today based on imran

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web when i saw that you don t know me had a 6.9 rating i was surprised i gave it an 8.5 the writing was brilliant the device of letting the audience see the story through a defendant s summation to the jury was quite clever and the acting was stellar also its treatment of communities of color in london was nuanced and respectful

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web dec 5 2021 how to watch you don t know me online in the uk you don t know me will begin on sunday dec 5 on bbc1 at 9pm with the second episode airing the following day the whole series will be available on bbc iplayer following the first episode on sunday dec 5 how to watch you don t know me online anywhere in the world

you don t know me tv series wikipedia - Sep 21 2023

web you don t know me is a british four part television series it is based on the 2017 crime novel of the same name by imran mahmood the first episode premiered on bbc one on 5 december 2021 with the series available to stream on bbc iplayer following broadcast it had an international release on netflix on 17 june 2022 1 2 premise

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web dec 5 2021 as a young black car salesman from south london he has less going for him in the privilege stakes at the start of this opening episode it appears he is going down for murder a drug dealer

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