

Caitlyn Bray

Document Control Specialist

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Summary

Document Control Specialist with [number of years] experience of [top 2-3 skills]. Achieved [top achievement]. Expert at [X], [Y] and [Z].

Work experience

Senior Document Control Specialist

January 2020 - January 2021

Acme Corp

- Formulation of business requirements for CRM functionality and accounting systems.
- Coordination of technical specifications, implementation control, and testing of developed solutions.
- Communication with external contractors and internal project office in the framework of implementation projects.
- Ensuring cross-functional interaction with the company's divisions to solve non-standard tasks.
- Checking the calculations of the cost of advertising campaigns for compliance with internal requirements.
- Ensuring the timely closure of advertising campaigns by internal regulations.
- Control of documents for compliance with budgets.
- Coordination of document flow with contractors.
- Prompt coordination and solution of all issues related to internal document flow.
- Work in the electronic document management system and the electronic archiving system.
- Preparation of reports regularly.
- Participation in the closing of the period and preparation of management reports.
- A large amount of work has been done to optimize document management, including several processes that have been automated.
- Performing the duties of a manager during his absence.
- Monitoring compliance with the deadlines for completing tasks by related departments.
- Formation and maintenance of the strategy of the department in the context of the reorganization of the company's business processes.

Document Control Specialist

January 2022 - January 2023

Acme Corp

- Coordinated the preparation of regulatory documents and submissions in the pharmaceutical industry.
- Revised confidential documents and assembled packages for regulatory submissions, ensuring compliance with FDA.
- Utilized tools such as eCTDExpress and BIRDS for document management.
- Identified and reported technical issues to ensure smooth operations.
- Tested new software and identified errors before implementation for business purposes.
- Conducted candidate interviews, explaining company policies and procedures and addressing questions throughout the process.

Site Document Control Specialist

January 2023 - January 2024

Acme Corp

- Established and maintained an efficient filing and archiving system for both paper and electronic documents.
- Controlled documents produced by all third parties involved in the project, including construction contractors, suppliers, vendors, and Russian institutes.
- Managed document statuses throughout their lifecycle.
- Recorded and electronically stored documents in the Electronic Document Management System (EDMS).
- Provided support to project engineers regarding document management tools and requirements.
- Dispatched and transmitted company comments to concerned parties as needed.

Education

Document Control Specialist

August 2019 - May 2023

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ML Morrison



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facing the area of databases and expert systems i.e. topics of basic research interest on one hand and questions occurring when developing applications on the other. Major credit for the success of the conference goes to all of our colleagues who submitted papers for consideration and to those who have organized and chaired the panel sessions. Many persons contributed numerous hours to organize this conference. The names of most of them will appear on the following pages. In particular, we wish to thank the Organization Committee Chairmen Johann Gordesch, A Min Tjoa, and Roland Wagner who also helped establishing the program. Special thanks also go to Gabriella Wagner and Anke Ruckert. Dimitris Karagiannis, General Conference Chairman, Contents Conference Committee.

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