Document Controller CV Sample

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Professional Summary

A fully qualified document management controller, I am familiar with all the procedures needed to keep records and logs of document retrievals in a modern business environment. I am well-versed in the updates, distribution and removal of documents from a library and competent with all security matters associated with securely held documentation. I also possess a wide range of administrative skills which include the ability to schedule meetings, carry out photocopying and faxing work, taking minutes or assisting with the preparation presentations. I am used to the major classification and organisation systems used today and am seeking a new position that will help me to improve my career prospects.

Core Qualifications

Level 1 Award in Information Management

Professional Qualifications

- Integrated document control software trained.
- Archives and Records Association accredited.
- Information and Records Management Society (IRMS) trained

Academic Qualifications

BA (Hons) in English Literature from the University of Anywhere 2:2 A levels: English (B) French (C) and Psychology (D) 9 passes at GCSE including Maths, English and Science

Key Skills

- Fully skilled with categorising, filing and retrieving documents in modern resource centres.
- Familiar with the common software and retrieval programmes used today.
- Able to take an orderly approach to keeping both physical and electronic documents, including the processes needed to discard obsolete records appropriately.

Work Experience

Document Controller – St Ives, June 2009 - Present

- Responsible for running a technical library in a firm of ship builders, accessing dozens of records daily.
- Overhauled the entire document management system to improve working practices.
- Trained a junior document control clerk to help with the day to day running of the library.

Document Archiver – Exeter, February 2006 – May 2008

- Responsible for handling all older documents and establishing which ones were ready to be archived.
- Ensured that all archived documents were stored in compliance with the relevant health and safety regulations.
- Produced written reports on a quarterly basis for the document control manager.

References

References available. This document controller CV sample is just a single version of the dozens that are available, each affording many crucial insights into the process of creating a CV. Jobseekers can discover further guidance in the tools and CV builder, located on this site, as well.

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Léo Pomar

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<u>Title List of Documents Made Publicly Available</u> U.S. Nuclear Regulatory Commission,1989 **Technical support document for water qualitybased toxics control** , **Technical Support Document for Water Quality-based Toxics Control** United States. Environmental Protection Agency. Office of Water,United States. Environmental Protection Agency. Office of Water Enforcement and Permits,United States. Environmental Protection Agency. Office of Water Regulations and Standards,1991 **Endotoxin Detection and Control in Pharma, Limulus, and Mammalian Systems** Kevin L. Williams,2019-07-24 Endotoxin detection and control is a dynamic area of applied science that touches a vast number of complex subjects The intersection of test activities includes the use of an ancient blood system from an odd living fossil Limulus It is used to detect remnants of the most primitive and destructive forms of life prokaryotes as contaminants of complex modern systems mammalian and Pharma Recent challenges in the field include those associated with the application of traditional methods to new types of molecules and manufacturing processes The advent of at will production of biologics in lieu of harvesting animal proteins has revolutionized the treatment of disease While the fruits of the biotechnology revolution are widely acknowledged the realization of the differences in the means of production and changes in the manner of control of potential impurities and contaminants in regard to the new versus the old are less widely appreciated Endotoxin as an ancient dynamic interface between lifeforms provides a singular perspective from which to view the parallel development of ancient and modern organisms as well as the progress of man in deciphering the complexity of their interactions in his efforts to overcome disease **Plant Intelligent Automation and Digital Transformation** Swapan Basu,2022-10-28 Plant Intelligent Automation and Digital Transformation Process and Factory Automation is an expansive four volume collection reviewing every major aspect of the intelligent automation and digital transformation of power process and manufacturing plants from the specific control and automation systems pertinent to various power process plants through manufacturing and factory automation systems This volume introduces the foundations of automation control theory networking practices and communication for power process and manufacturing plants considered as integrated digital systems In addition it discusses Distributed control System DCS for Closed loop controls system CLCS and PLC based systems for Open loop control systems OLCS and factory automation This book provides in depth guidance on functional and design details pertinent to each of the control types referenced above along with the installation and commissioning of control systems Introduces the foundations of control systems networking and industrial data communications for power process and manufacturing plant automation Reviews core functions design details and optimized configurations of plant digital control systems Addresses advanced process control for digital control systems inclusive of software implementations Provides guidance for installation commissioning of control systems in working plants <u>Project Management Communications Bible</u> William Dow,Bruce Taylor,2010-06-11 The authoritative reference on one of the most important aspects of managing projects

project communications With shorter production cycles and the demand for projects being faster cheaper and better the need for project communications tools has increased Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications and planning The featured charts graphs and tables are all ready for immediate use Note CD ROM DVD and other supplementary materials are not included as part of eBook file   **Ground-water Sampling Methods and Quality-control Data for the Red River of the North Basin, Minnesota, North Dakota, and South Dakota, 1993-95** Michael A. Menheer,Mark E. Brigham,1997   Ground-Water Sampling Methods and Quality-Control Data for the Red River of the North Basin, Minnesota, North Dakota and South Dakota, 1993-95, U.S. Geological Survey, Water-Resources Investigations Report 96-4317 ,1997   *Tips* ,1974   Technical Support Document for Water Quality-based Toxics Control ,1985   **Quality Assurance Guidelines for Environmental Measurements** ,1998   **Managing Web Projects** Edward B. Farkas,2009-10-27 Getting Web projects done right and delivered on time is all about efficiency Putting the information you need and tools you can rely on at your ready disposal Managing Web Projects is a complete guide for project managers in the Internetworking industry Whether you are a Web developer or an Internet Service Provider whether your project is a qu   *Principles of Nutritional Assessment* Rosalind S. Gibson,2005 With over 200 newly drafted figures many new tables drawn from the wealth of data published over the last 15 years this new edition has been thoroughly revised   70th AACC Annual Scientific Meeting American Association for Clinical Chemistry,2018-07-11   *Regulatory and Technical Reports* U.S. Nuclear Regulatory Commission. Division of Technical Information and Document Control,1975 Includes indexes   **Journal of the Association of Official Analytical Chemists** Association of Official Analytical Chemists,1985   *Soil Screening Guidance* United States. Environmental Protection Agency. Office of Emergency and Remedial Response,1996   **Ground-Based Midcourse Defense (GMD) Extended Test Range (ETR)** ,2003   *Plants and Microbial Communities: Diversity, Pathogens and Biological Control* Yong Wang,Amin Uddin Mridha,Jia Liu,2022-05-06   **Legislative Document** New York (State). Legislature,1924

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