

**JOHNNY D. CONTROL**

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**OBJECTIVE:**

To obtain a position as a Document Control Specialist / Manager

**SKILLS & QUALIFICATIONS:**

I am highly organized and detail oriented. My past managers have praised my ability to handle large volumes of documents (engineering, design, administrative). I am professionally proficient in the following programs:

MS Office Suites (Excel, Outlook, PowerPoint, Word)  
 Adobe (In Design, Dream Weaver, Photoshop)  
 Constructware Adobe Acrobat Professional  
 Interneer (Intellect) 6.3

**PROFESSIONAL EXPERIENCE:****Document Control Manager (02/2007 - Present)**

Engineering Central Associates. City, State

- Manage document control for large engineering project.
- Process RFIs , DCR s, Field Directives, ASI s from initial review to final approval.
- Assist in processing and training of admin who handled submittals.
- Direct training program for document control personnel.
- Set up parameters of databases in software including drawings, specs, and documentation.
- Assist County and contractors with specification and drawing questions.
- Tracked and updated both electronically and manually all drawings, specs and updates.
- File all documentation per County s strict adherence to guidelines.
- Receive intensive training with Interneer 6.3.
- Maintain all logs related to documentation.

**Document Control Specialist (02/2002 - 12/2006)**

Engineering Documents Co. City, State

- Created Contracts, Change Orders, Purchase Orders.
- Handled bid buy out process and assisted with estimating.
- Handled all Dept. of Labor & Industry paperwork related to Payroll.
- Initiated Safety Program and adherence to rules and safety regulations.
- Processed RFI s, serial letters.
- Maintained all logs related to documentation.
- Worked with Constructware Adobe Acrobat Professional

**Document Control Specialist (04/1999 - 12/2001)**

Engineering Company. City, State

- Created contracts, change orders, purchase orders.
- Handled bid buy out process and assisted with estimating.
- Handled all Dept. of Labor paperwork related to payroll.
- Initiated Safety Program and adherence to rules and safety regulations.
- Processed Contractor drawings, vendor payments and close out of contracts.
- Worked closely with engineering staff.
- Processed RFI s, serial letters.
- Maintained all logs related to documentation.

**Document Control Assistant (01/1997 - 03/1999)**

Design Now. City, State

- Initiated Contracts, Change Order s, RFI s, ASI s, Submittals, Schedule of Values.
- Processed Contractor drawings.
- Assisted document control manager.

**Office Intern (06/1994 – 08/1994)**

Document Training. City, State

- Worked with office manager at a mid-sized engineering firm.
- Gained critical experience in working in fast-paced engineering environment.

**EDUCATION**

State University, Major City, USA

AAS Degree 1995

Graduated with 3.7 GPA

School of Technical Careers Program, Major City, USA

Certification in Document Control, 1996

*References available upon request.*