

Katelynn Bayer

99397 Gleason Corner, Philadelphia, PA ♦ Phone: +1 (555) 792 5368

EXPERIENCE

DOCUMENT CONTROL SPECIALIST, IRWINDALE, CA

Detroit, MI

06/2014 – present

- Assist Documentation Supervisor with improvement and standardization of Document Change Control processes
- Assists customers in coordinating engineering change orders
- Develop engineering change orders packages
- Excellent time management
- Knowledge of software system dependencies and data management
- Support NDP pipeline projects
- Enters engineering data into ePDM

SHEFFIELD DOCUMENT CONTROL SPECIALIST

San Francisco, CA

09/2011 – 04/2014

- Work daily queues for titles that are missing and call dealers with questions on missing titles
- File UCC 1 and UCC 3 in CT Lien solutions. Review daily UCC file for exception management
- Assist dealers and clients with issues regarding the liens and other legal documents related to the titles
- Mail "Paid in full" letters and credit balance refunds along with corresponding titles, Manufactures Statement of Origin (MSO) or other documents to the customer
- Work daily in VINTEK to obtain account information for titles that have been received via e-filing
- Coordinate the scanning of the titles via Filenet
- Pull titles, MSO's, UCC for payoffs, charge offs or repossessed accounts

DOCUMENT CONTROL SPECIALIST

Boston, MA

06/2008 – 04/2011

- Configure document management system features to document workflow procedures. Create and maintain document approval matrixes
- Initiate and manage product listings for selected product lines, working closely with product managers, technology, marketing and sales
- Follow standardized work practices and procedures, working with product managers marketing, packaging and other product listing resources
- Manages the change workflow, which is the vehicle to execute the request for changes
- Working in Illustrator or In Design to check artwork layers, packaging links, fonts and documents together
- Manages Document Control System/Manages, stores, transmits and monitors flow of documents involving vendors, Architect Engineers and Covanta project teams
- Maintains and manages document management systems (DvTDM), including troubleshooting, upgrades, testing, training team members, and coordination with IT

EDUCATION

UNIVERSITY OF PITTSBURGH

Bachelor's Degree in Accuracy

SKILLS

- Ability to manage time well, multitask and troubleshoots with strong attention to detail
- Ability to lift up to 50 lbs. and have a strong attention to detail
- Highly detail-oriented
- Excellent interpersonal and communication skills and the ability to work with all levels throughout the organization
- Ability to handle high-pressure situations in a professional and effective manner
- Strong attention to detail
- Ability to manage several tasks at once with the knowledge and experience to effectively prioritize
- Working knowledge of applicable regulations, such as cGMP
- Detail oriented with good organizational skills
- Basic knowledge of office machinery such as copier and scanner

Sample Resume Document Control Specialist

Jiyuan Zhang



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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 \$100,000 Resume Craig S. Rice, 1998 The definitive guide to the special requirements of the executive resume Cover

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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 **Federal Register**, 1991-03 *TOP SECRET Resumes & Cover Letters, the Third Edition Ebook* Steven Provenzano CPRW/CEIP, 2012 As seen on in CNBC CNN WGN The Wall Street Journal and endorsed by The Chicago Tribune the new edition of Top Secret Resumes is now the complete career marketing tool for all job seekers This is the only book of its kind that includes a free consultation by the author Includes more than 100 high impact Resumes and Cover Letters for virtually all professions 250 8 5 x 11 pages total Bonus includes tips on effective LinkedIn Profiles Networking Career Marketing Interviewing and Online Resources Covers Executive Positions Technical Non Technical Management Engineering IT Software Hardware design Sales and Marketing Teachers Nurses HR Public Relations and more many with documented results Steven Provenzano's books have sold more than 100 000 copies and remain essential guides for serious job seekers He has written more than 5000 resumes for clients worldwide for over 20 years and the full cost of this book is reimbursed with any resume writing service by the author at <https://Execareers.com> **Expert One-on-One Microsoft Access Application Development** Helen Feddema, 2004-05-07 What is this book about Expert One on One Microsoft Access Application Development teaches Access developers best practices for building effective Access based applications The book is divided into three parts each centered around a separate case application The first shows best methods for building a relatively simple Access application using the developer's own data The next section shows how to build a distributed application serving multiple clients and types of data The chapters in this section cover each step in the application lifecycle from gathering application requirements from Expert Resumes for Teachers and Educators Wendy S. Enelow, Louise Kursmark, 2005 This new second edition includes 180 pages of completely new sample resumes aimed at teachers at all levels educational administrators and other educators and trainers Plus there are step by step instructions for writing great resumes situation specific employment trends and career strategies and an appendix of helpful online resources

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