

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

Anne McKinney



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

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Bakmand-Mikalski,2012-02-25 Expert SharePoint 2010 Practices is a valuable compendium of best practices tips and secrets straight from the most knowledgeable SharePoint gurus in the industry Learn from the experts as you dive into topics like multitenancy solution deployment business intelligence and administration Our team of carefully chosen contributors most with Microsoft s Most Valuable Professional MVP designation bestowed upon them shares with you the secrets and practices that have brought them success in a wide variety of SharePoint scenarios Each contributor is passionate about the power of SharePoint and wants to help you leverage the capabilities of the platform in your business but in the proper way Go beyond procedures and manuals and benefit from hundreds of years of combined experience which the authors of Expert SharePoint 2010 Practices provide in these pages Learn from the masters and take control of SharePoint 2010 like you never have before with Expert SharePoint 2010 Practices Database and Expert Systems Applications Dimitris

Karagiannis,2013-11-11 The Database and Expert Systems Applications DEXA conferences are dedicated to providing an international forum for the presentation of applications in the database and expert systems field for the exchange of ideas and experiences and for defining requirements for the future systems in these fields After the very promising DEXA 90 in Vienna Austria we hope to have successfully established with this year s DEXA 91 a stage where scientists from diverse fields interested in application oriented research can present and discuss their work This year there was a total of more than 250 submitted papers from 28 different countries in all continents Only 98 of the papers could be accepted The collection of papers in these proceedings offers a cross section of the issues 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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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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