**William K. Guerra**

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**Career Objective:**

To work as a document analyst at “Orange Group,” and organize and preserve necessary and vital company documents.

**Summary of Skills:**

* Familiarity with the types of documents used in manufacturing environment
* Excellent knowledge of MS Office suite and business software applications
* Sound knowledge of business and documentation procedures
* Familiarity with company policies and procedures
* Extensive knowledge of tax requirements, accounting principles, and UCC rules and regulations
* Skilled in editing and formatting company forms, advertisements, and contract documents

**Work Experience:**

Document Analyst

Moon Gate Group, Baltimore, MD

August 2013 - Present

* Organizing, filing, and securing company documents
* Working closely with HR, sales and marketing teams, and the management and preparing forms following mutual consensus
* Analyzing existing forms and documents and amending according to new company policies and procedures
* Editing and formatting advertisement and company forms to fit in customers' and clients' requests
* Conversing with staff members and implementing their suggestion in company forms
* Reviewing and modifying company literature and maintaining proper records

Document Analyst

XYZ Company, Baltimore, MD

February 2012 - July 2013

* Prepared and presented company documents in readable and understandable formats
* Ensured accuracy, completeness, and authenticity in company documents
* Followed instructions of Document Manager in making changes to company literature
* Trained vendors and sub contractors in filling out forms for necessary business
* Provided demonstration on using new forms to staff members and all associates
* Secured important documents with passwords

**Education:**

* Bachelor's Degree in Business Administration  
  Baltimore University, Baltimore, MD  
  2011

**Reference:**

On request.