**Nancy W. Thompson**

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**Job Objective:**

Highly professional and organized document control administrator with more than 5 years of experience in maintaining and managing variety of documents or records effectively as well as supporting document control and related administrative activities. Possess exceptional multi-tasking, time management and organizational skills with the ability to work efficiently under pressure and meet deadlines.

**Summary of Skills:**

* Solid experience in providing document control and administrative support to the organization along with knowledge of general office and document control practices and procedures
* Proficiency in MS Word, Excel, Outlook, spreadsheets, database applications, EDMS and Internet researching along with the ability to stay updated with the latest industry trends
* Ability to maintain accuracy and confidentiality of the documents or sensitive information
* Ability to communicate with technical and non-technical personnel
* Solid writing, editing and proofreading skills
* Excellent team working and leadership skills required to collaborate with team members as well as perform document control tasks efficiently and effectively
* Exceptional organizational skills as well as the ability to handle multiple tasks simultaneously in a fast-paced environment
* Ability to solve problems and make effective decisions quickly under stressful conditions
* Demonstrated ability to follow established document control procedures and processes

**Work Experience:**

Document Control Administrator

System One Inc., Los Angeles, CA

January 2017 – Present

* Providing administrative and clerical support related to document control activities,
* Coordinating with project team members, managers and staff to accomplish specific tasks on time
* Contributing to the continuous improvement of document control and change management processes as well as enforcing rigorous adherence to set policies
* Maintaining a comprehensive filing and scanning system for easy and fast retrieval of documents as well as maintaining updated and accurate documents into the Electronic Document Management System (EDMS)
* Monitoring the distribution and reconciliation of documents through the document life-cycle as well as adhering to company and project document security and confidentiality polices
* Creating, running and distributing standard periodic reports to communicate follow-up requirements and to summarize document control related reports
* Monitoring status and aging of technical documents to ensure appropriate revision control
* Proofreading other team members' work for accuracy on an as-needed basis as well as verifying data by comparing it to source documents
* Transferring important data from paper formats into excel files and scanning materials into PDF format as required
* Supporting, training or guiding other team members on document control systems and procedures.

Document Control Clerk

Omnivision Technologies, Los Angeles, CA

October 2015 - December 2017

* Developed and maintained effective document control processes and procedures for various hard and electronic copies of project records and documentation as well as maintained consistency in document formatting and presentation
* Transmitted, received, recorded and distributed email correspondence and documentation according to established procedures
* Supported the development and implementation of an overall website record management program
* Assisted with registration, filing and control of incoming and outgoing documentation as well organized project files by classifying and archiving
* Performed word processing and database input functions as well as maintained a high level of accuracy and confidentiality of sensitive information
* Ensured proper storage and security of documents as well as separated and secured confidential records
* Typed, edited, and proofread procedures and documents as well as included requested changes to them
* Assisted with file migration and auditing activities as required as well as audited and verified completeness and accuracy of all new hire documentation
* Actively participated in weekly project team meetings and contributed to the project document status update.

Document Control Administrative Assistant

North West Inc., Los Angeles, CA

August 2013 - September 2015

* Assisted the project team with data management, document retention, and workflow processes
* Communicated document system procedures with team members as well as maintained security protocols for all documents
* Generated project status reports as required as well as maintained hard and electronic copies
* Prepared routine documents using standard word processing, spreadsheets, and other office software as needed to support work activities
* Assisted with logging, filing and controlling of updated documentation
* Assisted in processing and maintaining transmittal and associated documents
* Operated and maintained variety of office equipment and machines like scanning systems, copiers or fax machines
* Performed various clerical tasks, including filing, faxing, data entry, copying and scanning as needed.

**Education:**

* Associate's Degree in Computer Science
Mount St. Mary's College, Los Angeles, CA
2013
* High School Diploma
Loyola High School, Los Angeles, CA
2010

**Reference:**

On request.