

# JOANN AMBROSINO

## Document & Data Management Specialist II

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### OBJECTIVE

- Effectively work construction projects safely, on schedule and within budget. Maintain a good work ethic and relationship with all co-workers, neighbors and municipalities to achieve project goals. I enjoy my work, respect people, outgoing positive attitude, pleasant, eager, and quick to learn to procedures. Self-Starter, work without supervision, energetic.

### QUALIFICATIONS

- Many years' experience in Engineering Document Control Construction Technical Data Management with some of the largest EPCM firms globally. Gas, Plastics, Petrochemicals, Solar Power and Extraction Mining.
- Successfully track construction plans, revisions and permits from start to finish. Prepare and submit all applications for all municipalities including, City of Las Vegas, Henderson, Clark County, Sanitation Department and North Las Vegas.
- Responsible for receiving and distributing all documents. Populate the DMS with current revisions and updated reports.
- Email electronic links to project team and transmit new information to the responsible disciplines. Control document data base for history and review.
- OSHA 10
- Adobe, Word, Excel, Outlook, Document Tracking System/EDMS, SharePoint, Livelink, Ebuilder

### EMPLOYMENT HISTORY:

#### Beacon Bay Project Management (Sands Corp) 01/2017 – Present

**Commercial Construction Document Control Specialist:** Develop and maintain a Construction document control system to organize, store, manage and track company documents.- File, scan, image, catalog, organize and maintain documents, adhering to the specified document and lifecycle procedures. Administer and control the retrieval of documents. Receive, verify, and process document requests, and maintain the requests via tracking logs. Catalog and archive inactive records and documents in accordance with the records retention procedures. Assist project managers, project engineer, and other team members develop and maintain documents such as meeting minutes, drawings, specifications, approvals and related items. May be responsible for training team members on records management procedures and policies, which include documentation, retention, retrieval, destruction and disaster recovery. Assist with file migrations and audits, and perform administrative tasks as needed.

#### Sunpower Solar Power Plant (On Site) - Boulder City, NV: 2/2016 – 01/06/2017

**Document Control Specialist:** Upload new issued engineering documents and drawings in EDMS (EBuilder) used on the construction project job site. Maintain document database to ensure most current, approved documentation is available for viewing and downloading by Sunpower team and subcontractors on site and in office off site.

#### Allegiant Travel Company 05/2015 – 02/2016

**Engineering Configuration Specialist:** Conduct initial analysis of Engineering Source Documents and follow the process throughout document development providing support when needed. Provide daily entry and assignment of Engineering Source Documents. Maintain and update Engineering Document Library. Review AIS for Damage Tolerance Allowance (DTA) required actions. Review and track required engineering related tasks for Aircraft Induction Audit Allegiant Engineering Documents on PubWeb and correct issues as necessary. Assist in engineering document scanning when needed. Perform audit of Engineering Documents scanned into AirVault under Engineering Library

#### Fluor - (On Site) Barrick Goldstrike Mine, Elko, Nevada: 09/2012 - 04/2015

**Document & Data Management Specialist II:** Maintain and track all documentation from contractor for Client – Barrick Gold at jobsite trailer. I upload and keep Livelink program populated with all documents for team access and use. Process vendor information, redlines and other technical data through the task force cycle including: logging, distribution, and maintenance of all files and all drawings.

#### First Solar Electric, (On Site), Solar Power Plants - Boulder City & Primm, NV: 4/2010 – 09/2012

**Office Manager/Document Control:** Manage all office staff; maintain purchase order requests, accounts payable, all general office duties relating to construction job site trailer. Manage creation of new documents and organize imported documents used on the project. Transmit all documents to client and track comments to engineers. Log in and track all design drawings, project specification, RFIs, submittals, transmittals and sketches in electronic format using EDMS. Manage coordination of document transmittals and maintaining document transmittal log. Maintain Control Document database to ensure most current, approved documentation is available, correctly filed, and properly distributed in accordance with the Project Plan and Project Distribution Matrix. I received Spot Bonus Award from Construction Manager.

#### Draeger Construction LLC, 6055 Emerald Ave Las Vegas, NV 89122 (702-547-6667): 5/2008 - 3/2010

**Permit Coordinator - Production Admin:** Responsible for all permits on construction projects, inspection scheduling, reports and plans submittal including meeting with engineers, designers and County officials regarding revisions, improvements and repairs. Familiar with codes and able to read plans. I acquired one hour stucco application certification for all Draeger Construction sites which addressed the 5 day wait period for inspection approval at City and County offices, positively affecting budget and schedule. Subcontractor setup coordination and AP. Front office multi line phones

**Desert Plumbing & Heating, 4475 Quail Road, Las Vegas, NV 89109 (702-873-7333): 9/2007 - 03/2008**

**Buyer:** Responsible for pipe and fitting purchasing and delivery schedule for many multi-billion dollar projects in the Las Vegas area. I have knowledge with product and deal with all the local suppliers. Also acquired plumbing and special use permits.

**Signature Homes, 801 S. Rancho, Ste. E4, Las Vegas, NV 89106 (702-671-6020): 10/2005 - 6/2007**

**Permit Coordinator:** Manage all aspects of plans submittal through the building permit process. Design through Cert of Occupancy, working with all engineers and field personnel, municipalities, supervisors, and subcontractors. Read plans and track revisions and redlines. I enjoy my work, happy out going attitude.

**Pardee Homes, 650 White Drive, Ste. 100, Las Vegas, NV 89119 (702-614-1400): 2/2004 – 9/2005**

**Permit Processor:** I permitted over 1200 homes (2004), including (600) sanitation permits. I am knowledgeable of procedures and processes of the various building departments and other agencies throughout Clark County. I have built a good working relationship with all Clark County employees and work well with others.

**Fluor Corporation, Sugar Land, TX (281-263-1000): 1991-2003**

**Document Control Senior III:** Maintained and tracked all original documentation from design, engineering and suppliers. I executed daily communication with engineers and field personnel globally for design updates and plans approval. Expedite vendors to ensure compliance with terms and conditions of purchase orders for shipment of drawings and equipment. Process vendor information, redlines and other technical data through the engineering task force cycle including: logging, distribution, and maintenance of all files and all drawings for suppliers, design, QA, HVAC, engineering, construction sites and clients. Meet with suppliers, engineers and designers to ensure schedule; coordination of personnel to work on same revision of plans; issued final engineered drawings, data sheets, specifications and ISO's for review, construction, and maintenance of each project to client; compiled plant manuals at completion of a project.