

Senior Documentation Specialist / Change Manager Senior Documentation Specialist / Change Manager Senior Documentation Specialist / Change Manager - Abbott Medical Tucker, GA Works well in challenging, fast-paced, high-stress and deadline-oriented environments individually or as part of a team. Highly proficient in Windchill PLM electronic document system. In-depth knowledge of document management and engineering change control. Excellent leadership and interpersonal skills for managing work and tasks. Works well in a group or individual setting. Proficient in the following skills: ? Windchill PLM ? Quality System ? Internal Audit Support ? Oracle Agile Administrator ? Change Manager ? Apple Mac Office Suite ? SAP ? Oracle Agile Super User ? Windchill PLM New User Trainer ? FDA Audit Support Backroom ? EPIQ ? Sharepoint ? Proofreading ? MS Word and Excel ? Agile Change Analyst Work Experience Senior Documentation Specialist / Change Manager Abbott Medical - Atlanta, GA January 2016 to Present Provide Document Control Change Manager support for Windchill PLM software at the Abbott Atlanta site. Perform Quality Check for Change Orders to ensure related Change Control procedures followed Perform Change Manager activities needed in support of Abbott Atlanta Quality System. Perform classroom training for new Windchill PLM software users. Provide assistance with Windchill related to searching, formatting and requirements Assist with CAPA folder and related document set-up in Windchill Support Quality System to meet management objectives for Abbott Atlanta. Support internal and external audits providing backroom support Update and maintain Quality Metrics for Quality Plans and Change Control Maintain SAP Material Master, Bill of Material, Routings, Receiving Inspection Plans and Distribute and monitor Lab notebooks Distribute and Maintain Floor Copies Provide employees with Techstreet Enterprise accounts for External Requirements Document and maintain archival of QA records at Iron Mountain. Senior Document Control Specialists Abbott Medical - Atlanta, GA May 2014 to January 2016 Configure Agile including Workflows, Criteria, Fields, Roles, Groups, Privileges and Smart rules. Create searches for all global users to access. Perform all Engineering Change Notice routing, releasing and implementing. Reset Agile passwords and maintain system preferences to ensure a high level of security is enforced. Set-up new users and edit the roles when needed for users. Perform

training for new Agile users. Assist engineers and technicians in locating drawings, specifications, and BOMs in Agile. Generate Agile reports when requested. Document and maintain archival of QA records at Iron Mountain. Oracle Agile Administrator ( Database) CardioMEMs - Atlanta, GA January 2006 to May 2014 Configured Agile including Workflows, Criteria, Fields, Roles, Groups, Privileges and Smart rules. Created searches for all global users to access. Performed all Engineering Change Notice routing, releasing and implementing. Reset Agile passwords and maintained system preferences to ensure a high level of security is enforced. Set-up new users and edit the roles when needed for users. Performed training for new Agile users. Assisted engineers and technicians in locating drawings, specifications, and BOMs in Agile. Generated Agile reports when requested. Updated and maintain standards library. Documented and maintained archival of QA records at Iron Mountain. Created, edited and monitored new SOPs for Effectiveness. Oversaw, monitored and initiated training over new and updated procedures. Created and edited labeling artwork. Assisted with setting up and approving new suppliers. Edited engineering drawings. Performed incoming inspection on parts and review inspection documents. Maintained QA files and records, supplier status files, internal audit schedule, protocol and reports files. QC all reports and protocols prior to filing. Monitored and logged in spreadsheet all closed CAPAs, NCMRs and Deviations. Generated activity reports for all changes. Uploaded all approved and released documents to the intranet. Contacted customers to facilitate completion of Supplier Questionnaires. Regulatory Affairs Administrator Life Therapeutics - Atlanta, GA January 2003 to January 2006 Education Business Management Western Governors University - Salt Lake, UT August 2020 Biology University of Georgia - Athens, GA 1996 to 2000

Name: Benjamin Williams

Email: wendymitchell@example.com

Phone: (347)234-1021x8974