

Tracking Employee Information Tracking Employee Information Sulphur, LA As a responsible individual, I am seeking an opportunity with a dynamic organization that needs the committed support and solid experienced skill sets in an employee. SUMMARY OF PROGRAM QUALIFICATIONS Microsoft Excel Power Point Microsoft Word Microsoft Outlook Adobe Professional Work Experience Tracking Employee Information Shaw Modular Solutions - Lake Charles, LA March 2011 to Present Implementing and processing Procedure and OJT training Creating Excel spreadsheets for different tracking purposes for shop floor Answering calls, greeting new hires, and distributing interoffice mail Schedule meetings and maintain manager calendars Establish and maintain filing system Create IT requests, office orders, and computer and software orders Database Coordinator Valero St. Charles - Norco, LA June 2010 to February 2011 Entered legal data into Excel spreadsheets and LeakDAS program Run reports Create monitoring routes in the PDA handhelds for the monitoring technicians Downloading the monitoring information and review for accuracy Created and maintained a monthly filing system Basic adherence to the rules and regulations set by the Government Recon Management Services @ CITGO Petroleum-Document Control Clerk 10/2007 - 06/2009 Lake Charles, Louisiana Sort, pre-index, barcode, scan, batch, and final index of documentation Maintain Document Control files for the entire facility, pulling all obsolete documentation and archiving Create and update labels for all facility folders Assisted customers with needs and problems related to the Document Control Department Created cover pages and Excel programs for indexing into the Electronic Document Management System (EDMS) Scan regular and oversized drawings along with other documentation such as Instrument, Mechanical, and Piping Database Administrator CITGO Petroleum - Lake Charles, LA November 2009 to June 2010 Education Diploma Sulphur High School - Sulphur, LA 2003 McNeese State University - Lake Charles, LA Additional Information Shaw Modular Solutions-Production Administrative Assistant

Name: Carla Clark

Email: eedwards@example.com

Phone: +1-852-909-3282x5477