

**LISA WIESE
DOCUMENT CONTROL SPECIALIST
832-368-3901
wiese.lisa@gmail.com**

KNOWLEDGE AND SKILLS

15 Plus Years in Documents Control and Project Admin Experience - Excellent skills in Outlook, Word, Excel, PowerPoint, Access. Internet navigation for knowledge and Research. Proficient in Windows XP, Windows 7 and Visio. Web based databases, PMIS SharePoint, RTIP SharePoint, IntraLinks, LiveCycle, eRoom, SAP, Nautilus. DWG TrueView 2013 for converting AutoCAD drawings to PDF. AutoCAD for updating the revision block for AutoCAD drawings.

EMPLOYMENT HISTORY

Rolta International, LLC - Document Control Administrator **08/2013 – 01/2016**
Sadara Project
Implemented and started up Document Control Industry Standard Process and Procedures for Document Control as there was no Documents Control department in place for the Project.

- Process Transmittals to client on a daily basis with Project Plans, Procedures, Meeting Minutes and other miscellaneous Project documents
 - Process incoming transmittals from client, from logging in the register, uploading to SharePoint and distributing via email to the proper Project personnel
 - Keep up with several Project Registers and conduct audits for accuracy of information
 - Daily use of SharePoint to populate and update Project Register Logs
 - Use of LiveCycle System for reviewing of documents by uploading and monitoring reviews
 - Use of IntraLinks and SharePoint to upload and download documents
 - Upload Invoice for payment to client TRIP SharePoint System
 - Prepare documents for bids to client for either in person delivery or through their RTIP SharePoint
 - Proof read / editing of documents to be submitted to client, either via email or through LiveCycle That they have proper formatting, are grammatically correct with the proper use of the English language, visually aesthetically pleasing and for ease of reading
 - Obtain the proper wet signatures for submitting documents to client
 - Electronically filing of Project documents procedures and registers
 - Processed Minutes of Meeting for review, approval and finalizing them to the client
 - Submit approved invoices for payment to the accounting department
 - Work on daily email correspondence and letters of correspondence to client
 - Order office supplies, kitchen break room supplies, water and keep them well supplied
 - Assist with Expense Reports, by scanning, logging and obtaining receipts
 - Lead Safety Team member and Lead Floor Fire Warden, organize the weekly Safety meetings
 - Work on finalizing and transmitting Weekly and Monthly Reports after they have been approved by management
 - Owner of the Non Disclosure Agreements (NDA), keep a register and individual Company Project employees NDA filed electronically.

Saber Power Services - Document Control Administrator 07/2012 – 08/2013

20 Plus Projects at any time given

Brought in Document Control Industry Standard Process and Procedures in place for the department as there was not preexisting at the company.

- Project Start-ups, Pre-Existing and End of Project Closeouts, which include End of Project Books
 - Daily use of SharePoint to populate and update Document / Drawing Register Logs
 - Processed Transmittals via email on a daily basis
 - Worked on Project and Company Procedures for Document Control.
 - Checked original drawings for Revision Block accuracies before scanning, renaming and filing electronically
 - Ongoing audit of project files for accuracy in saving of documents and drawings
 - Worked on daily email correspondence; trained others in Document Control
 - Usage of DWG TrueView 2013 - AutoCAD to convert AutoCAD drawings to PDF
 - Manager to two (2) persons in the Document Control Department.

Burrow Global - Document Control Manager (Contract)**04/2011 – 06/2012**

Work on 15 to 20 Projects at any time given

Start-up of department from the ground up, as it was not preexisting at the company.

- Worked on a DIS Database Management System to populate and update Document/Drawing
- Register Logs.
- Processed Transmittals via email on a daily basis
- Used SharePoint for populating and extracting project specific documents and drawings
- Worked on Project and Company Procedures for Document Control
- Checked original drawings for Revision Block accuracies before scanning, renaming and filing electronically
- Kept up with Project Books and periodically audited for accuracy
- Worked on daily email correspondence; Utilized AutoCAD on revision blocks (place dates, reason the drawing was issued and number of revision; converted AutoCAD drawings to PDF
- Used a Plotter/Scanner for full size drawings on a daily basis
- Trained others in Document Control. Manager to three (3) persons in the Document Control Department

BP / Westlake 2**09/2010 – 11/2010****Project Admin / Document Control (Contract)**

MC252 – Vessel Redelivery Team on the Gulf Oil Crisis Incident

- Worked on Data Management with Nautilus System web based database, a repository for project specific documents. Worked with SharePoint for populating and extracting project specific information
- Worked on e-mail, letters of correspondence, scanning, documents, ordered office supplies and General Administrative requests when needed

BP / Westlake 2 - Project Admin / Document Control

Processed individuals mobilizing and demobilizing to/from the team, by submitting requests for their badge, parking pass, laptop, NTID and cell phone.

- Kept up with the file logs and populating files with missing documents
- Was considered the “Owner” of the Originals for the Master Service Agreements Contracts.
- Updated the Org Chart, the Team Rotational Schedule and Contact List
- Labeled hard copy files to be named once scanned. E-mailed scanned files to Project
- Management; worked with confidential information

E-technology, LLC**09/2007 – 01-2008****Bilingual Administrative Assistant and Logistics Coordinator**

- Created the International Incoming Engineers Department from ground up. Implemented process and procedures for industry standard for International Travel
- Worked on daily e-mail correspondence and filed both electronic and hard copy files.
- Processed relocations of incoming Engineers to work in the Houston area from South America

Chevron Engineering**06/2003 – 07/2007****Lead Project Administrative Assistant and Travel Coordinator**

- Logged, scanned and filed hard copy files; saved electronic copies in the shared drive and in eRoom; generated two number filing systems for incoming and outgoing documents.
- Utilized SAP system for processing Expense Reports and man-hours for Payroll
- Made templates for forms used by the team in Word.doc, Excel and PowerPoint
- Worked on process, procedures and training manuals for new hires and guiding the business travelers
- Utilized Visio for Flow Charts and Floor Plans regarding assigned offices and cubicles
- Processed both International and Domestic Travel and Visas.
- Assisted with first-time passport processing and passport renewals

Aker Solutions

03/2001 – 06/2003

Document Control - Manager

Sanha Project, PEMEX Project and Conoco Project

- Processed incoming and outgoing Transmittals on a daily basis.
- Made forms in Word Doc. or Excel for the department which were not preexisting.
- Document Control Process and Procedures
- Logged and filed hard copy and electronic documents and drawings.
- Trained new hires and manager to three (3) persons in the department.

LANGUAGES - Fluent in **Spanish (can read and write)**; Basic **French, Portuguese and Italian**.

EDUCATION

University of Houston – Downtown 1989 – 1992

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Studied International Business