

SUBMITTED BY: JEFF OLIVER, RCR, LLC., 832.258.1367

**PATRICIA WELLS**  
**Houston, Texas 77077**

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**DETAIL-ORIENTED DOCUMENT CONTROL SPECIALIST**  
**Development, maintenance, improvement of project documentation**

Broad background in document control providing services in the area of operations documentation management, including implementation of automated documents for systems generation, with notification of future updates and modifications. Proven experience within multi-disciplinary teams in several integrated projects with exceptional interpersonal and communication skills. Areas of expertise include:

- **Project Management**
- **Vendor Management**
- **Quality Assurance Practices**
- **Regulatory requirements**
- **Management Status Reports**
- **Bi-lingual (Spanish)**

**PROFESSIONAL EXPERIENCE**

British Petroleum, Houston, Texas

**Waste Documentation Auditing Assistant**

**2015 to 2016**

- Evaluated controls and procedural standards at client site.
- Prepared management reports on audit findings regarding the state of the company's record keeping systems.
- Performed tests of internal controls to ensure effectiveness.
- Focused on risk management and internal control procedures.
- Assisted in presenting certain parts of EPA RFI Waste Documentation audits directly to management.
- Worked with departmental managers to gather information that would be helpful to a comprehensive EPA audit.

TECHNIP, Inc, Houston, Texas

**Document Controller Specialist**

**2012 to 2015**

- Controls technical documentation related to department and project activities within contractual requirements and Technip procedures (Including confidentiality).
- Assist with development, maintenance and improvement of departmental / Projects Document control work processes.
- Manage all documentation throughout its lifecycle while providing accurate status reports to the Business Units and Clients.
- Prepares and maintain AFC and As-build Photostat books for detail engineering or construction engineering projects, either for in-house use or for onward transmittal to Client during project closeout.
- Collaborate with Information Technology experts to develop a system that authorizes staff at different levels to access appropriate technical documents.

- Manage supplier documentation, and collect information for reports Verifies technical documentation to ensure correct numbering, formatting, revisioning, checking, approving, and any other client expectations.

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**PAGE TWO**

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- Reproduce and distribute technical documentation and maintain document control files. Review pertinent contract portions for information relating to functional execution processes. Projects including but not limited to. Pemex, LAKACH Post-Feed Subsea Development, Gulf of Mexico. ExxonMobil, Scarborough FLNG SURF PRE-FEED, Australia. BP, Mad Dogs Phase II Hull and Mooring Concept, Gulf of Mexico. Statoil, Aasta Hansteen EPC Substructure, Voringplata, Norway.

WELL FARGO BANK, Houston, Texas

**Service Manager II**

**2008 to 2012**

- Supervising, observing and coaching services team members to achieve sales and customer service goals.
- Lead the hiring process for services team and works closely with the recruiter and other support partners to interview and assess candidates.
- Adequately schedule and staff to ensure proper staffing levels.
- Achieved compliance with Wells Fargo's internal policies and procedure. Using a coaching schedule which includes daily observations for each services team and dedicated time for weekly one-on-one feedback sessions, adapting coaching style to the individual's needs, personalities, and learning styles of a diverse group of services team.

TEXAS STATE UNIVERSITY, Round Rock, Texas

**Student Assistant**

**2006 to 2008**

- Assistant students, faculty and staff in Round Rock Higher Education Center Library.
- Provide patrons with limited research assistance and with printing and photocopying assistance
- Answering and screening office phones and greeting guest
- Ability to manage multiple projects at the same time

BANK OF AMERICA, Austin, Texas

**Teller**

**2008 to 2012**

- Identify customer needs and refer financial products and services to consumer and small business customers.
- Contribute to a positive team environment in the banking center through 360m- degree coaching
- Process transactions accurately and efficiently in accordance with established policies and procedure

## **EDUCATION**

**Bachelor of Business Administration in Management (BBA), TEXAS STATE UNIVERSITY, San Marcos, Texas**  
**Champions Real Estate School, Houston, Texas**

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**PAGE THREE**

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## **TECHNICAL SKILLS**

**TECHNICAL SKILLS:** MS OFFICE SUITE (EXCEL, POWERPOINT, WORD, OUTLOOK), SHAREPOINT, TALEO,  
PEOPLESOF

**TECHNICAL EXPERTISE:** ANALYTICAL TECHNIQUES, TROUBLESHOOTING, AND MAINTENANCE DOCUMENTATION

## **TRAINING**

HEALTH, SAFETY AND ENVIRONMENT (HSE) WORKFORCE TRAINING

HIGH RISE CERTIFICATION

FIRST AID & CPR CERTIFICATION

LOTUS NOTES (VDB, PDB, PDBC, DRB) TRAINING

## **AWARDS**

Dean List Fall 2007, Spring 2008  
GPD Scholarship 2008