

# Submitted By: Jeff Oliver, RCR, LLC., 832-258-1367

## Jan Iversen

12159 Bowsman Dr. Tomball TX. 77377 – 832-444-9767 – jiversen2069@gmail.com

**Objective** Career growth where I can utilize my various skills, continue to broaden my knowledge

### **Experience Document Control Specialist**

Wild Well Control Inc., Houston, Texas

*June 2014 –October 2015*

- Maintain filing of Controlled Documents in accordance with Company procedures
- Ensure Documents are prepared and filed with proper format and coding
- Review documents with originators for proper grammar, spelling and professional written standards.
- Compile and maintain control records and related files to release documents to various departments and clients.
- Assist originators as necessary with regard to document control requirements of the quality management system (per ISO 9001)
- Post changes to computerized or manual control records, release documents, and notify affected departments
- Implement processes and tools, provide system reports, maintain and update electronic information systems, distribute documents, and ensure accuracy of all documentation
- Prepare training materials and provide training services to employees for document controls procedures

### **Document Control Specialist**

RTI Energy Systems, Spring, Texas

*July 2007 – January 2014*

- Updated and maintained master document registers (MDR) for multiple customers
- Monitored status of project to ensure documentation was submitted according to schedule.
- Submitted project documentation to management for approval and transmitted approved documents to customer
- Conferred with engineers, managers, customers, and others to discuss projects, prepare documents and modify contract schedules.
- Posted changes to computerized or manual control records
- Prepared reports and memorandums
- Reviewed Contract to determine documentation required for each phase of project.

### **Buyer/Document Control Specialist**

Cameron Drilling Systems, Houston, Texas

*June 2006 – July 2007*

- Planned, bought and scheduled material while maintaining manufacturing orders.
- Worked with outside suppliers and procurement to determine supportable quantities and dates.
- Monitored status of project to ensure documentation was submitted according to schedule
- Reviewed and verified project documents for completeness, format, and compliance with contract requirements
- Conferred with document originators or engineering liaison personnel to resolve discrepancies

---

**Jan Iversen**

**Cost Coordinator, Material Planner, Administrative Assistant**

Mitsubishi Caterpillar Forklift America Inc., Houston, Texas

December 1993 – May 2006

- ❖ *Held many positions in Manufacturing Division in budgets, procurement and on the executive level as an administrator*
  - Compiled information to construct various Manufacturing Budget Reports
  - Handled Manufacturing Division budget analysis
  - Prepared capital budget for the manufacturing division
  - Maintained all vacation, personal, and time off reports for Manufacturing Division
  - Reviewed and monitored construction activities for the facility
  - Controlled inventory of manufacturing stock
  - Ensured on time scheduling shipments for the dealers
  - Created purchase orders for dealers and accounts payable

**Education      BA, Business Management/Healthcare Management**

California Coast University, San Bernard, California (obtained 43 credits)

1999 – 2005

Klein High School

1984 – 1987

<b>Special Skills</b>	Microsoft Office	GAGetrak
	Adobe	Great Plains
	SAP	Bigfoot
	Arena	QCBD
	Extranet	Adept
	On Base	MAPICS AS400
	SharePoint	Batch Manager
	Microsoft Project	BPCS (Business Application System)
	Documentum	Symix

**References**      References are available on request.