

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

Jan Iversen

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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

Special Skills

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.