1. Reviewed document management protocols and user activities against internal records policies and document management standards.
2. Led development and review of contractual documents binding relationship between company and clients, partners, vendors and employees.
3. Utilized [Software] to scan and clean up project documents.
4. Provided training to contract development teams on proper responses and areas of flexibility within contracts.
5. Completed, configured, and revised engineering change orders.
6. Managed training courses, setup and maintenance for document control systems.
7. Maintained organized and efficient document flows by using excellent planning and multitasking skills.
8. Managed regulatory requirements and audit support needs by completing and submitting accurate paperwork each [Timeframe].
9. Created and maintained user accounts and properly routed documents for approval and training.
10. Created and implemented new process to reduce cycle time in approving design plans and engineering change requests.
11. Worked with internal team members to remedy issues with preemptive solutions.
12. Established, improved and reinforced document management systems to handle current and expected requirements.
13. Developed and executed system implementation plans to permit integration of users and documentation for company mergers.
14. Compared incoming data against quality, integrity and accuracy expectations, identified faults and affected timely remedies.
15. Collaborated across departments and levels of management to gain consensus on procedural documentation.
16. Promoted efficient document processing by maintaining orderly and clean control room.
17. Oversaw creation, routing and data input of bills of materials, ECOs, ECRs and ISO documents.
18. Verified continuity among corporate and divisional work teams by documenting and communicating actions, irregularities and continuing needs.
19. Maintained document control system including work instructions, procedures and associated databases.
20. Supported end-user access requirements by establishing compliant systems and effective access policies.