1. Compared incoming data against quality, integrity and accuracy expectations, identified faults and affected timely remedies.
2. Utilized [Software] to scan and clean up project documents.
3. Managed file archival and information retrievals.
4. Contributed to design and implementation of overall corporate documentation standards, numbering conventions and templates.
5. Provided leadership vision, direction, development and maintenance of multiple complex and high priority contracts between company and business partners, vendors and suppliers.
6. Converted documents from one application to another, including cleaning, formatting and applying styles as needed.
7. Manipulated and converted documents to meet needs of individual personnel or projects.
8. Maintained legally compliant, highly secure and user-friendly content to facilitate smooth use by internal and external stakeholders.
9. Provided training to contract development teams on proper responses and areas of flexibility within contracts.
10. Created and implemented new process to reduce cycle time in approving design plans and engineering change requests.
11. Modified and maintained tools to support operations and business process creation using Adobe Acrobat, SharePoint, Excel and Access capabilities.
12. Completed transmittal logs and stored in files for specified durations.
13. Assisted in continuous improvement activities while developing and maintaining resulting documents.
14. Performed document reproduction, printing documents from electronic sources such as email attachments, PDF files and cloud storage.
15. Completed, configured, and revised engineering change orders.
16. Created data books in physical, digital and CD formats.
17. Worked with internal team members to remedy issues with preemptive solutions.
18. Assessed impact of emerging technology and system upgrades on workflow.
19. Provided assistance with document processes, both inbound and outbound, including document sorting, logging and work order creation.
20. Oversaw creation, routing and data input of bills of materials, ECOs, ECRs and ISO documents.