**Ann Chamberlin**

513-693-0888 ann.chamberlin79@yahoo.com

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| **Objective** | To procure long term employment based upon prior work achievements. |
| **Professional Achievements** | Numerous Managerial Course/Seminars, employer provided   * Customer Service & Sales Strategies * Inventory Control & Loss Prevention * Trained on Composing Condition Reports * Auto Frame Damage Identification |
| **Skills** | |  |  | | --- | --- | |  |  | | * Process Improvement * HTML Code * Office Managerial/Administrative * Office Clerk & Accounting * Financial Data Research * Share Point * WordPress | * AS400 & Mitchell Estimating * MS Word, Excel, PowerPoint, Outlook Experience * Document Control * Corporate Document Management System- Duke Energy-Fusion | |
| **Work History** | |  |  |  | | --- | --- | --- | | Contractor-Document Control Specialist | Managed documentation, maintain file systems and storage locations for the following engineering data:   * Design changes * Specifications * Microfilm masters - maintain the Primary master files and track / log requests received * Engineering precision masters - create precision engineering masters of specified plot files from scribe coat and/or Mylar material * Drawings - perform the drawing issue process for all Revenue Sharing Partners (RSP) drawings and specs this includes checking drawings for image quality * Standards- Process improvement * Track / log requests received for the above and provide a report of these to GEA on a quarterly basis   **GE Aviation, Evendale, OH (513) 430-6670**  **Pat Abbas/** **Program Leader - Program Management** | August 2016 to Present | | Contractor-Manager/ Document Control Specialist | Managed documentation, maintain file systems and storage locations for the following data:   * Supervise/ Lead & support contract team * Convert paper documents to digital format * Track / Log all documents * Maintain / Update process guides   **Duke-Energy, Cincinnati, OH (513) 287-1599**  **Robert McLelland/Gas Records and mapping Supervisor** | November 2015 to August 2016 | | Office Supervisor | * Accounting/ Invoicing * Supervise/ Lead & support contract team * Convert paper documents to digital format * Track / Log all documents * Maintain / Update process guides   **Records Express, Batavia, OH**  **Shirley Melton/ HR (513) 685-7329** | June 2013 to August 2016 | | Account Coordinator/ Body shop admin/Arbitration Admin | **Manheim Cincinnati, Springdale, OH**  **Kelly Spaulding/ Fleet Manager** | June 2006 to September 2010 | | Call Center Agent | **ATM Solutions, Inc, Forest Park, OH**  **Josh Freels/ Vice President** | July 2004 to October 2004 | |
| **Education** | |  |  |  | | --- | --- | --- | | Cincinnati State Technical & Community College | Cincinnati, OH | 4/2011 to 9/2012 | |
| **References** | References are available on request. |