**Cynthia K. Berard**

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**Professional Objective:**

**Self-motivated, adaptable and resourceful team player, enthusiastically seeking a**

**challenging position where exceptional administrative skills will be effectively utilized in**

**achieving employer objectives.**

**Work Experience:**

**BP – SWIFT 2016-Present**

**Document Control Specialist/Records Management**

* Work closely with assigned departmental document owners, coordinating the management of information
* Responsible for scanning of paper documents into electronic format
* Responsible to follow the Information Management Practices
* Accountable for the Audit, update and loading of documentation into site document repository.
* Provide internal and external customer service
* Manage the handling of information, including but not limited to the auditing of documents and drawings, preparation of internal and external distribution, import into site repository, on/off site archiving, indexing, cross referencing and destruction process.

**Shell – DISYS 2013-2015**

**Document Control**

* Established and maintained accurate electronic and hard copy files which resulted in efficient archiving, distribution of current revisions for the client, contractors, superintendents and inspectors.
* Received, processed and distributed/transmittals
* Responsible for receipt, distribution and tracking Non Conformance Reports (NCRs) and Site communication form (SCF)
* Responsible for all bulk loads into Assai.
* Responsible for training and setting up new hires with Livelink and Assai
* Responsible for training team members on AssaiWeb and Livelink
* Work one on one with supplier to ensure they are following procedures.
* Organize files and procedures

**Bausch and Lomb/Kelly Service 2011-2013**

**Document Control Coordinator**

* Organized and created an EPDM system for better organization of the D&L Department.
* Accurately track, log and distribute document receipts and releases.
* Capture and preserve all significant information in the project files.
* Worked on multiple projects organizing, scanning, and uploading documents

into our EPDM system and Sharepoint.

* Become familiar with FDA Regulations.
* Become familiar with specific aspects of the Contract and Project Team

Requirements.

* Assisted in organizing a new product line DHF.
* Attended Design Review meetings to ensure that things were reviewed in an organized fashion.

**Shell Oil/EC Harris**

**Document Control Specialist/Administrative 2011-2011**

* Maintain paper and electronic documents within project team and from / to Vendors
* Capture and preserve all significant information in the project files.
* Become familiar with specific aspects of the Contract and Project Team

Requirements

* Delivered project document control for external and internal design and vendor documents.

**Chicago Bridge and Iron 2006-2011**

**Document Control Administrator/Administrative**

**GASCO Project 2009-2011**

* Advise Project Team Management on document management issues and interface processes and requirements.
* Participate in Project Documentation Audits
* Provide status reports on all Project issues
* Facilitate the flow of project information among members for the project team.
* Accurately track, log and distribute document receipts and releases of both CBI,

third party and vendor data.

* Capture and preserve all significant information in the project files.
* Ensure accurate and timely indexing and distribution of project documents.
* Prepares, reviews and issues defined project reports on document status

including the Master Document Register.

* Responsible for identifying issues or areas of improvement.
* Become familiar with specific aspects of the Contract and Project Team

requirements

* Deliver information required for handover in accordance with project contractual

requirements.

**Chicago Bridge and Iron –**

**Document Control Specialist**

**GPLNG Project 2006-2008**

* Responsible for the receipt, distribution , retention and tracking (review &

comment) of all GPLNG project vendor documentation

* Maintain current hard copy file of all IFC engineering drawings, specifications

and procedures for use by project team

* Issue weekly document status and exception reports for use by project

management and engineering personnel

* Timely issuance and submittal of regulatory documentation into repository.

**Kole Construction**

**Administrative Assistant**

* Effectively handled and managed payroll for company field employees
* Scanned and setup files for importation into computer system
* Balanced out statements and prepared them for payment
* Set up and manage Excel Spreadsheets to capture data for ongoing project

requirements

* Handled new employees (i.e. applications, drug test, checking references,

pictures, background checks and setting up files)

**Halliburton (BP Amoco & Exxonmobil Refinery) 2001-2004**

**Document Control Clerk/Administrative Assistant**

* Prepared, updated and maintained reports and documents vital to supporting

the facilitation and completion of major commercial/government construction

projects; expertise in electronic engineering document control programs

* Prepared and distributed turn-around information to support project completion
* Researched, tracked and controlled high volumes of supplier documentation
* Provided on site administrative support to Project Site Manager and Engineering team in charge of construction project
* Monitored, maintained and distributed electronic and hard copy communications and technical drawings
* Prepared and kept track of safety reports for the safety manager

**Kelly Services 1998-1999**

**Administrative Assistant**

**Office of Special Counsel John C. Danforth**

**Administrative Assistant**

* Proficiently assisted a team of five attorneys and 3 investigators in conducting a ten month investigation of the “Waco Incident” of 1992
* Entrusted with managing the production and distribution of top security,

confidential information relating to the ongoing government investigation

* Accurately and efficiently performed dictation transcription of Memorandums of Interviews.
* Accurately received and distributed top secret evidence to/from specialists in

England.

* Achieved Top Secret Government Clearance