***CYNTHIA M. SANCHEZ***

***1707 So. Raymond Ave., Alhambra, CA 91803***

***(626) 722-2209***

***BUSINESS EXPERIENCE:***

04/12 – 4/17 – *Document Control Specialist*

**Bureau Veritas/Los Angeles County Building and Safety Department**

**Technical/ Documentation:**

•          Issuing Permits; Building, Electrical, Mechanical, Plumbing, Grading, Sewer

•          Assisting Customers via Phones/Counter

•          Record Searches

•          Assisting Building Inspectors

05/04 - 03/09 *Senior Documentation Control Specialist*

**Beckman Coulter Inc. Fullerton, CA**

**Technical/ Documentation:**

•          Change Order Writer

•          Implement & Revise Bills of Material

•          Writing Rework Instructions

•          Drafting

•          Maintain Company Intranet

•          Implement & Revise Internal Departmental Procedures per ISO

•          Assist & Provide Administrative Support to Various Department Associates

09/02 - 06/03 *Document Control Specialist/Administrative Assistant*

**Robert Half Int’l Inc. Employment Agency, City of Industry, CA**

**Technical/Administrative:**

•          Various Contractual Assignments

•          Update and Maintain Electronic Drawing Files/Logs

•          Design and Implement Change Request per Business Requirement Documentation

•          Perform Standard ISO Procedures per Technical Design Documentation

•          Administrative and General Office Tasks

06/99 - 06/02 *Document Control Specialist/CAD Operator*

**Unitek Miyachi Corporation - Monrovia, CA**

**Technical/Administrative:**

•          Update and Maintain Electronic Drawing Files/Logs

•          Design and Implement Change Request per Business Requirement Documentation

•          Perform Standard ISO Procedures per Technical Design Documentation

•          Assist Internal & ISO Auditors with Bi-Yearly Audits

•          Coordinate and Execute Engineering Change Notices, Drawing/Specification Releases

•          Implement & Revise Bills of Material

•          Administer all Scanning Activities

•          Safety Committee Member

***APPLICATION EXPERIENCE:***

Windows 10, Microsoft Office 2013; Oracle; Photoshop; CAD/Drafting (AutoCADi); Various Software & Hardware Applications; Lotus Notes/Outlook; Familiarity of Various Intranet Applications; Data Entry 20,000 Strokes; Avery Bar Coding; Graphs/Flowcharts; 3M 2500 & 2000 Processor Camera; 3M 520 Dupl. Printer; 3M 948 Card Encoder; 3M Quadtimatic IV; IBM System 36; TrueScan 800; Imagenation Version 4.50.

***EDUCATION:***

**Citrus Community College, Glendora, CA**

*General Education, Mechanical Drafting/CAD*

**East San Gabriel Valley Regional Occupational Program & Technical Center,**

**West Covina, CA**

*Microsoft Office Skills*

***BUSINESS REFERENCE/PERSONAL:***

*Ciara Barnett*

*Building Official*

Department of Public Works Building and Safety

125 S Baldwin Ave.

Arcadia, CA 91007

(626) 574-0961

*Mark Rodighiero*

*Engineering Manager (Lasers)*

1820 S. Myrtle Ave.

Monrovia, CA 91016

(626) 930-8530

*Karen Mata*

(626) 864-2697

*George Tutundjian*

(626) 823-2494