***Pamela Marie Joseph***

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***Professional Experience***

***Oct 2013-Oct 2015***

***Shell SEPCo /Air Energi/Document Control Specialist***

* Created file folder/naming structure for all the assets of the project
* Receive and download electronic file to the appropriate folders from the Engineering

Companies

* Distributed document to the appropriate coordinator for review
* Received /return all comments from coordinators back to Engineering companies
* Achieve all emails received

***July 2013-Oct 2013***

***Shell Mars Development/Air Energi/Data Management***

* Implementation for new structure for storing data and documents for team-in-share drive
* Creation of standard operating procedures for data management for MARS team
* Systematic re-organization of folders and files to comply with new standard operation

procedures for data management

* Running programs to determine out of date files and archive the for future reference
* Holding meetings to determine the future plan for data management for all production teams

within Shell

***June 2012-March 2013***

***Jacobs/CSRS New Orleans, LA/Document Control Specialist***

* The record-keeping for all documents related to the FEMA-funded Infrastructure Recovery Projects
* Organizing and tracking the logistical needs for the implementation and support of the
* Document Control Plan
* Receiving and processing documents, including the identification, tracking, procurement,

and safekeeping of documents

* Provides Project Managers with administrative and archival support during planning,

design, procurement, and construction

* Assist Project Managers with managing the project filing system for each project
* Assists Projects Managers with special assignments and tasks (with coordination through Program Liaison Leader)
* Coordinates receipt, date stamping, and archiving of all contract related documents in

conjunction with Project Managers and Control Manager to maintain proper filing

structure

* Pick up, process, and distribute all incoming Mail and preparing Fedex.
* Lock Project File Cabinets

***Jan2012-April 2012***

***Universal Personnel/Valero, Norco, LA/Document Control Specialist***

* Organizing and recording drawings and documents used as the basis of projects
* Interfacing with engineering and project Management to organize and record plant and

vendor drawings in established protocol to facilitate subsequent reference and retrieval

* Reviewing, cataloging and distributing all consultant drawings, shop drawings and other submittals as required by the Document Control
* Receiving all consultants’ drawings, logging them into database, reviewing and distributing them as required by Project Manager
* Preparing transmittal for documents to vendors

***April 2008-July 2010***

***Arcadis U.S., Inc. /Document Control Manager***

* Develop and maintained a very organized filling and tracking system, generated all folder

and labels for the contract

* Accurate filing and quality tracking of submittals, including scanning and electronic data

management updates of documents

* Provided Administrative support duties as directed by the Vendor Data and Engineering

departments

* Support engineering with copies of documents and drawings as requested
* Input data onto the server (temporally) Project Wise
* Copied and distributed project documents
* Effective at building rapport with clients and providing document/contract support as a

***July 2006 - Feb 2008***

***URS Corporation/Document Control Specialist***

* Perform accurate filing and quality tracking of submittals
* Perform scanning and electronic data management updates of documents
* Perform administrative duties as directed by the Vendor Data/Document Control Manager
* Support engineering with copies of documents and drawings as requested
* Create spread sheets to status and track documents as requested
* Arrange courier services for items being shipped to other locations
* Vendor Data is time sensitive and must be processed in accordance with the timeframes specified in the contract documents and procedures

***Oct. 2005 - March 2006***

***Venator Recruiting Specialists/Belfor Restoration/Administration Assistant***

* Data Entry
* Create forms
* Purge and organize contract files
* Print and distribute correspondence
* Merging and copying sign in sheet

***Sept. 2005 - Oct.2005***

***Delta Personnel/Driver***

* Driving crews to and from the jobsite
* Working all the machinery in the laundry room
* Folding and stacking all the laundry

***Aug. 2004 - Aug. 2005***

***Regional Transit Authority/Contractor Administrator***

* Data Entry
* Create Forms
* Purge and organize contract files
* Print and distribute correspondence
* Mail merge to send out Bid contract to Vendors

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***Education***

River Parishes Vocational-Technical Institution

Baton Rouge Vocational - Technical Institution

Leon Godchaux High School

***Software Knowledge***

Microsoft Programs, Word, Access, PowerPoint & Excel. Proficient in JD Edwards and Contract Construction System Tracking (CCST). Docutrak, Prolog, Sharepoint, LiveLink, EDD (Cofe), Adobe and ProjectWise. Operate various office machines.