

David LLoyd

Document controller

AREAS OF EXPERTISE

Document management

Data entry

Office IT skills

Secretarial tasks

Archiving

Document Control

Data entry

PROFESSIONAL

Can speak Spanish

First Aid

PERSONAL SKILLS

Organising skills

Communication

Target orientated

PERSONAL DETAILS

David LLoyd
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A document controller with a proven ability to establish and maintain an effective filing and archiving system for paper documents and electronic documents and files in accordance with company and archiving procedures. Possessing extensive knowledge of: electronic data management systems, supplier document controls, electronic filing systems, LCI/DFO final handover and also technical library (inc. codes and standards, and legislation) etc.

Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable document controller position.

WORK EXPERIENCE

Fashion Store – Coventry

DOCUMENT CONTROLLER June 2008 - Present

Responsible for establishing and maintaining a effective document control systems. Ensuring that all design documentation is accurate, up to date and accurately distributed to relevant parties.

Duties:

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking despatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.

KEY SKILLS AND COMPETENCIES

- Strong IT, database and communication skills.
- Experience with document control packages such as Asite.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

ACADEMIC QUALIFICATIONS

BA (Hons) Public Sector Administration
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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