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| Jane Doe | | |
| Summary  Detail-oriented and organized recent graduate with a strong foundation in document management and quality assurance. Eager to leverage skills in a Document Control Specialist role to contribute to efficient document workflows.  Work Experience  **Document Control Intern Jan 2023 – Present**  ABC Corporation Los Angeles, CA   * Assisted in organizing and archiving over 1,000 documents, improving retrieval time by 30%. * Supported the quality assurance team in document reviews, ensuring compliance with company standards.   **Administrative Assistant Jun 2021 – Dec 2022**  XYZ Solutions Los Angeles, CA   * Managed electronic filing systems, enhancing document accessibility for 20+ team members. * Performed data entry and maintained accurate records, reducing errors by 15%.   Education Bachelor of Arts: Business Administration May 2022 *University of California, Los Angeles**Los Angeles, CA*  certifications   * Certified Document Imaging Architect – AIIM – 2023 | Contact  (123) 456-7890  jane.doe@example.com  Los Angeles, CA 90001  Skills  Document Management  Quality Assurance  Data Entry  Attention to Detail  Microsoft Office Suite  File Organization  Team Collaboration  Time Management |