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| Jane Doe |
| SummaryDetail-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%.

EducationBachelor of Arts: Business Administration May 2022*University of California, Los Angeles**Los Angeles, CA*certifications* Certified Document Imaging Architect – AIIM – 2023
 | Contact(123) 456-7890jane.doe@example.comLos Angeles, CA 90001SkillsDocument ManagementQuality AssuranceData EntryAttention to DetailMicrosoft Office SuiteFile OrganizationTeam CollaborationTime Management |