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| John Smith |
| SummaryResults-driven Document Control Specialist with over 5 years of experience in managing documentation processes and ensuring compliance in regulated environments. Proven track record of improving efficiency and accuracy in document control systems.Work Experience**Document Control Specialist Mar 2020 – Present**DEF Industries Chicago, IL* Streamlined document control processes, reducing document retrieval time by 40%.
* Ensured compliance with ISO standards, resulting in a successful audit with zero non-conformities.

**Document Coordinator Jan 2018 – Feb 2020**GHI Tech Solutions Chicago, IL* Maintained and updated document control databases, improving document accuracy by 25%.
* Trained new staff on document management procedures and systems, enhancing team productivity.

EducationBachelor of Science: Information Management Jan 2017*University of Illinois**Chicago, IL*certifications* Certified Quality Auditor (CQA) – ASQ – 2021
 | Contact(987) 654-3210john.smith@example.comChicago, IL 60601SkillsDocument Control SystemsRegulatory ComplianceProcess ImprovementData AnalysisMicrosoft SharePointRisk ManagementTeam LeadershipTraining and Development |