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| John Smith | | |
| Summary  Results-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.   Education Bachelor of Science: Information Management Jan 2017 *University of Illinois**Chicago, IL*  certifications   * Certified Quality Auditor (CQA) – ASQ – 2021 | Contact  (987) 654-3210  john.smith@example.com  Chicago, IL 60601  Skills  Document Control Systems  Regulatory Compliance  Process Improvement  Data Analysis  Microsoft SharePoint  Risk Management  Team Leadership  Training and Development |