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| Emily Johnson | | |
| Summary  Senior Document Control Specialist with over 10 years of experience in creating and implementing document control systems within highly regulated industries. Expert in leading teams, ensuring compliance, and driving process improvements to enhance operational efficiency.  Work Experience  **Senior Document Control Specialist May 2017 – Present**  JKL Pharmaceuticals New York, NY   * Led a team of 5 in the overhaul of document control processes, resulting in a 50% reduction in processing time. * Developed and implemented a new electronic document management system, improving collaboration across departments.   **Document Control Manager Jul 2012 – Apr 2017**  MNO Engineering New York, NY   * Oversaw document control for projects valued at over $50 million, ensuring compliance with industry regulations. * Facilitated training sessions for over 100 employees on document control best practices, enhancing compliance rates by 35%.   Education Master of Science: Project Management Jan 2012 *Columbia University**New York, NY*  certifications   * Certified Document Controller (CDC) – ECDL – 2019 | Contact  (555) 123-4567  emily.johnson@example.com  New York, NY 10001  Skills  Document Control Leadership  Compliance Management  Change Management  Project Management  Cross-Functional Collaboration  Document Archiving  Audit Coordination  Process Automation |