

Scarlette Campbell
Document Control Administrator

QUALIFICATIONS

Scarlette has over 12 years of experience in the engineering/manufacturing document control field. She has various computer skills and is extremely dependable in completing projects accurately and on time.

EXPERIENCE OVERVIEW

VAUGHN, COLTRANE, PHARR & ASSOCIATES. (since 2006). Responsible for creating, revising assembling and distributing construction bid documents and proposal packages for bids. Effective control of document management system. Ensuring contract compliance and maintaining various spreadsheets. Projects have included:

Fieldale Farms – Murrayville. GA.

Wayne Farms – Decatur, AL.

Smithfield Beef Group

the operation of ensuring that all users have the latest revision of appropriate documentation and procedures in a timely manner.

DOCUMENT CONTROL COORDINATOR – San Diego, CA. Coordinate with engineering, production and materials/purchasing function to provide document control services. Coordinate Engineering Change Request/Change Orders and Configuration Control Board meetings.

OTHER EXPERINCE

RECORDS MANAGEMENT COORDINATOR - Atlanta, GA. Provide File room management and document control services. Receive, manage and scan sensitive material.

DOCUMENTATION CONTROL SPECIALIST – Alpharetta, GA. Manage Source Safe Electronic documentation/software management system. Research/download engineering components specifications. Coordinate and control the manufacturer's part number system. Process Change Request/Change Orders.

DOCUMENT CONTROL SUPERVISOR – San Diego, CA. In charge of Document Control department. Coordinator of ISO 9000 audit. Control and direct the document control function, including storing, retrieving, updating and reproducing engineering/manufacturing documentation and procedures. Coordinator for Configuration Control Board meetings. Manage