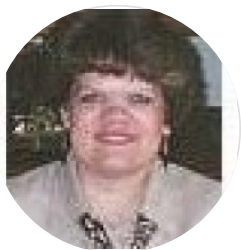


Document Control Specialist



Audrey Thies

Denver, CO

Job Preferences:

Desired job title:	Document Control Specialist
Desired occupation:	Document Control
Employment type:	Full time, Contract
Career status:	Active job seeker
Available to start:	06/2022

Education:

- Aims Community College, Greeley, CO
A.A.S. - Electronic Database Management, Bachelor
- Larimer County Vocational-Tech Center, Fort Collins, CO
Certificate in Business Data Processing
- ITU Online Training
MS Office 2016 Training
- Sulekha IT Training (Online)
SAP/ERP
- Community College of Denver
Advanced Webpages, Webpage development
- Colorado Free University, Aurora, CO
MS Excel Level 3, Bachelor

Work Experience:

Construction Project Administrator

Fluor
Construction

- * Document Controller, Project Controls(budgets), PIMS Database, AZ Docs (OpenText Documentum)
- * Entered Protocols/Drawings into PIMS, Fluor's Lifecycle System and AstraZeneca's Documents in AZDocs
- * Updated Punch-lists for 150 Construction Workers and monitored the Protocols 19 engineers were writing.
- * Monitored the file room where the Protocols were kept. Worked in the Document Control Center for Fluor.
- * Administrative tasks as well as Data Entry, File setups, Drawings / Reports / Protocols. Expenses, Budgeting

Project Administrator/Document Controller

Stone & Webster Engineering Corporation (Power Plants)

- * Designed / Constructed Power Plants
- * Was responsible for the department's area of the Company's OpenText Documentum Database.
- * Typed Transmittals to the Client, RFIs and ECNs from the Field and from the Client
- * Transferred PDF drawings to/from FTP Sites
- * Supervised 2 document controllers/data entry personnel
- * Shipped E-Sized Drawings to the Clients MS Word/ MS Excel/ MS Access/ MS PowerPoint, Documentum, Crystal Reports, Office supplies

05/2018 – 04/2022

SalesForce Project

FalconTek, Randstad, RobertHalf, various agencies, Denver, CO
Full time, Contract National Surgeries Operations

Data Entry Specialist (short-term 2-3 month project-based contracts):
May 2018-April 2022

- Salesforce project at Veterans Admin November 2021-January 2022
- Habitat for Humanity, reception June-Sept 2021
- Salesforce migration at Arrow Electronics January 2020-March 2020
- MS Excel/Inventory at Aurora Mental Health July-October 2019
- Payroll testing at ASRC Holding April-June 2019
- Data entry work for various companies including MS Excel/Access at EPA Sept-Nov 2018
- MS Excel at Matrix Real Estates and Carmel Property Management May-August 2018
- MS Excel, MS Access, Salesforce, records management, Inventory
- 2020 (Surgery and Covid), 2021 (Submitting for Jobs)

06/2017 – 09/2017

Document Analyst

i3Screen, Denver, CO
Contract Business Analyst

Document Analyst /Document Classifier IN HUMAN RESOURCES

- Reviewed, Classified, Categorized(Indexing) HR Documents for a specific project
- PDFs of HR Forms, Google Docs, Google Sheets, Code Classifying

09/2016 – 04/2017

Project Administrator/ Document Controller

Fluor Construction, Boulder, CO
Contract Construction Site

- Document Controller, Project Controls(budgets), PIMS Database, AZ Docs (OpenText Documentum)
- Entered Protocols/Drawings into PIMS, Fluor's Lifecycle System and AstraZeneca's

Documents in AZDocs

- Updated Punch-lists for 150 Construction Workers and monitored the Protocols 19 engineers were writing.
- Monitored the file room where the Protocols were kept. Worked in the Document Control Center for Fluor.
- Administrative tasks as well as Data Entry, File setups, Drawings / Reports / Protocols. Expenses, Budgeting

09/2015 – 04/2016

Land Technician

BLM

01/2012 – 12/2014

Well Document Analyst

Shell Oil

Business Analyst

10/2012 – 08/2014

Well Document Analyst

Shell Oil, Denver, CO

Full time Oil & gas

- * Responsible for setting up Shell's Rocky Mountain Database tree structure in OpenText Livelink
- * Copied Files from the Shared Drive to an Internet-based Livelink Database, using OpenWells
- * Eventually the files in Livelink would become SharePoint
- * Took MS SharePoint training courses
- * Worked with regulatory well permits, spud dates, logs, core data, directional plans and surveys, drilling schedules, WBDs, perforations and coil tubing.
- * Shell's Denver Office closed its doors August 2014.
- * Software used: OpenText Livelink, OpenWells, SharePoint, MS Excel, MS Word, Document Control, Records Management

01/2005 – 01/2006

Document Controller/ Admin Asst

Washington Group Int'l (Refinery) for 6 months / Petro Gulf Oil for 6 months,

Denver, CO

Full time, Contract

01/2001 – 12/2004

Project Admin / Document Controller

Stone & Webster Engineering Corporation, Denver, CO

Project Administrator/Document Controller

- Designed / Constructed Power Plants
- Was responsible for the department's area of the Company's OpenText Documentum Database.
- Typed Transmittals to the Client, RFIs and ECNs from the Field and from the Client
- Transferred PDF drawings to/from FTP Sites
- Supervised 2 document controllers/data entry personnel
- Shipped E-Sized Drawings to the Clients

MS Word/ MS Excel/ MS Access/ MS PowerPoint, Documentum, Crystal Reports, Office supplies

Language Skills:

n/a:

English

Skills:

n/a:

MS Excel, MS Access, Document Management, SAP, Oracle, Documentum, LiveLink, JD Edwards, EDM, OpenWells, Citrix, Database Administration, Cloud, DATABASE, Data Entry, data migration, SharePoint, CRM Dynamic, Salesforce, metadata, Quorum, Excel, core data, Basic, COBOL, DOS, JCL, HTML, Adobe, MS Word, MS Powerpoint, MS Word 2016, FTP, MS Word/ MS Excel, MS Access/ MS, PowerPoint, Crystal Reports, Office
