

# Carra Looman

Document Control Specialist

## Profile

Document Control Specialist with 1 year of experience in managing and maintaining critical company documentation. Highly skilled in organizing, categorizing, and tracking documents while ensuring accuracy and compliance with industry standards. Proven ability to collaborate with cross-functional teams and streamline document control processes. Strong attention to detail, excellent communication skills, and a commitment to continuous improvement.

## Employment History

### Document Control Specialist at AECOM, CA

May 2023 - Present

- Successfully managed over 10,000 technical documents for AECOM's California projects, ensuring timely delivery and accurate version control.
- Streamlined document control processes by implementing a new electronic document management system (EDMS), resulting in a 30% increase in efficiency and a 25% reduction in document retrieval time.
- Reduced documentation errors by 40% through the development and implementation of a comprehensive training program for new team members, leading to improved overall project quality.
- Played a pivotal role in the successful completion of a \$50 million infrastructure project by maintaining strict document control procedures, ensuring all necessary permits and approvals were obtained on time.

### Document Control Coordinator at Parsons Corporation, CA

Sep 2022 - Apr 2023

- Successfully managed the documentation process for over 500 critical projects, ensuring timely completion and delivery with a 98% on-time rate, leading to increased client satisfaction and repeat business for Parsons Corporation in California.
- Streamlined the document control system by implementing new software and training team members, resulting in a 25% increase in efficiency and reducing the document retrieval time from 15 minutes to 5 minutes per request.
- Led a cross-functional team of 10 members to conduct a comprehensive audit and update of over 10,000 documents, resulting in improved accuracy, organization, and compliance with industry standards and regulations.

## Certificates

### Certified Document Controller (CDC)

Apr 2022

### Information Governance Professional (IGP)

Nov 2020

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 (596) 692-1834

 1234 Sunshine Lane, San Francisco, CA 94112, USA

## Education

### Associate of Applied Science in Document Management at California State University, Long Beach

Aug 2018 - May 2022

Relevant Coursework: Document Processing, Records Management, Information Systems, Database Management, Digital Imaging, Content Management, Archiving, Business Communication, and Project Management.

## Links

[linkedin.com/in/carralooman](https://www.linkedin.com/in/carralooman)

## Skills

SharePoint

AutoCAD

Bluebeam Revu

Documentum

Laserfiche

Aconex

Procore

## Languages

English

Japanese

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## **Table of Contents Document Control Resume Example**

1. Understanding the eBook Document Control Resume Example
  - The Rise of Digital Reading Document Control Resume Example
  - Advantages of eBooks Over Traditional Books
2. Identifying Document Control Resume Example
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Document Control Resume Example
  - User-Friendly Interface
4. Exploring eBook Recommendations from Document Control Resume Example

- Personalized Recommendations
  - Document Control Resume Example User Reviews and Ratings
  - Document Control Resume Example and Bestseller Lists
5. Accessing Document Control Resume Example Free and Paid eBooks
    - Document Control Resume Example Public Domain eBooks
    - Document Control Resume Example eBook Subscription Services
    - Document Control Resume Example Budget-Friendly Options
  6. Navigating Document Control Resume Example eBook Formats
    - ePub, PDF, MOBI, and More
    - Document Control Resume Example Compatibility with Devices
    - Document Control Resume Example Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Document Control Resume Example
    - Highlighting and Note-Taking Document Control Resume Example
    - Interactive Elements Document Control Resume Example
  8. Staying Engaged with Document Control Resume Example
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Document Control Resume Example
  9. Balancing eBooks and Physical Books Document Control Resume Example
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Document Control Resume Example
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Document Control Resume Example
    - Setting Reading Goals Document Control Resume Example
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Document Control Resume Example

- Fact-Checking eBook Content of Document Control Resume Example
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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