



## Geovany Tremblay

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- EXPERIENCE**
- 11/2014 – present      **SENIOR DOCUMENT CONTROLLER**      **Detroit, MI**
- Develop and maintain document control processes for the efficient management and recording all documentations
  - Ensure that all the relevant Project documentation are registered / maintained in the electronic Document Management System (eDMS)
  - Develop Photocopies / Binding and transmitting of documents as part of client’s submission
  - Understand and manage Client EDMS system
  - Assist with the general project administration
  - Liaise with Project Management & team, Client and Sub-contractors effectively and resolve problems and issue’s relating to documentation
  - To maintain a safe and secured working environment within Document Control
- 08/2012 – 09/2014      **DOCUMENT CONTROLLER, ABU DHABI**      **San Francisco, CA**
- Demonstrated proficiency with large-scale Document Control management software (ACONEX)
  - Maintain a list of office furniture and equipment together with a list of site offices work station equipment, and monitor them
  - Demonstrated success on the job, as evidenced by satisfactory performance, acceptance of responsibility and growth in previous positions
  - Assists in preparing a “mock up” for operations manuals (e.g., develops the index, binders, dividers, etc., and ensures timely printing and assembly) and/or job data books (pulls drawings and documents, develops index, cover sheet, dividers, etc., ensures timely reproduction and assembly)
  - Assist in the preparation of the minutes of meetings with the project managers and directors
  - Maintaining a register of all incoming and outgoing mail, stamping and recording of mail before circulating for distribution to the Project Manager as set out in BMS\_Project Communication and Document Control and BMS\_Site Supervision Quality Procedures
  - Responsible for Control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, NFC, RFI, CVI,RFM, Letters, staff daily report, Submittals and other forms of pertinent documents from the client and subcontractors (including Atkins internal documents)
- 08/2009 – 04/2012      **DOCUMENT CONTROLLER**      **Detroit, MI**
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies of drawings (Internal and External)
  - Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings (Internal and External)
  - Ensuring all management system documentation is the current version and easily accessible
  - Recording, checking and tracking all incoming and outgoing project documents
  - Processing and recording incoming and outgoing vendor data and engineering design drawings
  - Maintaining document logs for correspondence, material approval submittals, shop drawing, RFI (incoming & outgoing)
  - Maintaining all tracking records and ensuring that they are initialled when a file is taken from the filing room

**EDUCATION**      **CARNEGIE MELLON UNIVERSITY**      **Bachelor’s Degree in Accuracy**

- SKILLS**
- Demonstrable ability to work on smaller multiple projects and complete high quality work against strict and conflicting deadlines
  - Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy
  - Highly organised, able to plan and manage conflicting priorities
  - Computer literate (basic knowledge of MS Windows Excel, Word and internet systems)
  - Good working knowledge of SharePoint
  - Ability to work well under pressure and deliver quality results on time

- Good interpersonal skills and ability to communicate effectively with various management levels
- Strong organizational skills, including an ability to prioritize activities and work with limited supervision
- Excellent organisational skills, accuracy and attention to detail
- Knowledge on ISO 9001 is desirable