



Alberto Jones

157 Celine Ranch, Phoenix, AZ ♦ Phone: +1 (555) 632 6997

EXPERIENCE	PROJECTS DOCUMENTATION CONTROLLER WITH ITALIAN	Chicago, IL
05/2016 – present	<ul style="list-style-type: none">• Works closely with Order Management and Finance Team for disputes management• Develop and maintain good knowledge of Rosemount products, model codes and continuous improvement• Works closely with the Sales Engineers / Project Manager/ Engineer / Order Administrator in order to bring clarity, meet the agreed timeline• Perform adequate documentation management and measurement• Performs other related duties as assigned for the documentation department• Identify areas of improvement• Develop and maintain good knowledge of all correlated ERPs (JDE, Sharepoint, AutoCad, Oracle)	
07/2013 – 11/2015	DOCUMENTATION CONTROLLER WITH GERMAN	New York, NY
	<ul style="list-style-type: none">• Develop and maintain good knowledge of all correlated ERPs (JDE, CRM , Oracle)• Conducts risk analysis and provides valid solutions in order to mitigate the risk• Develop and maintain Emerson documentation standard (layout and contents)• Study drawings, specifications and product samples• Communicates effectively in both oral and written communication (English, German mandatory)• Respond effectively to documentation requests and queries from internal customers• Collect, organize and control qualitatively the electronic documentation from Factories / COF and other sources	
10/2008 – 05/2013	DOCUMENTATION CONTROLLER	San Francisco, CA
	<ul style="list-style-type: none">• Perform adequate documentation management and reporting• Work with operations manager/QA experts to set-up document templates and ensure that they are used within project• Maintain and develop effective communication with the Sales Offices / Customers, Factories and Ede HUB• Perform minimal check for accuracy on the documentation sent to customer; liaise with PM/Direct sales on documentation type• Collect and organize the electronic documentation from Factories and other sources in accordance with the business unit (BU) specific work instructions• Control technical and management documents categories produced for the Project in accordance with• Careful and meticulous in handling and managing in documentation and reporting submittal	
EDUCATION	INDIANA UNIVERSITY	Bachelor's Degree in Engineering
SKILLS	<ul style="list-style-type: none">• Effective management of Official Documents• Accurate filing and record keeping• Effective and timely management of customer correspondence• Assist the project team with securing and documenting change orders• General administration tasks• Maintenance of network folder structures• Admin cover for the other administrators• Comply with Health & Safety Policies	