

Emily Jones

Document Controller



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Professional Profile

Detail-oriented Document Controller with 10+ years of experience in managing construction project documentation. Adept at implementing efficient document control systems and ensuring compliance with industry regulations. Skilled in facilitating seamless communication between project teams and regulatory authorities with proficiency in RFI process and submittal process management.

Core Skills

- RFI Process
- Document Manuals
- Staff Training
- Document Submittal
- Quality Assurance
- Building Information Modelling

Career Summary

Aug 2017 - Present

CFA Construction, Leicester
Document Controller

Outline

Manage end-to-end document control processes for a prominent construction company in Leicester, managing critical documentation for high-value commercial and residential projects.

Key Responsibilities

- Implement and manage Procore document control system, ensuring accurate recording, tracking, and retrieval of project documentation
- Conduct daily audits of project documentation, utilizing Aconex software, to ensure compliance with regulatory standards and internal quality assurance benchmarks
- Collaborate with project teams to establish and maintain a centralized digital filing system
- Execute regular training sessions on Union Square for project teams
- Develop and maintain document control procedures, aligning with ISO 9001 standards
- Liaise with external regulatory authorities, including the NHBC and Land Registry
- Utilise Constructware to manage the review and approval of shop drawings, submittals, and RFIs
- Collaborate with BIM coordinators to integrate Building Information Modelling (BIM) data into the document control system

Key Achievements

- Spearheaded the implementation of Procore's advanced OCR feature in 2020, increasing document search accuracy by 30% and reducing retrieval time by 20%.
- Orchestrated the transition from manual to automated document tracking using BIW, achieving a 15% reduction in processing errors.

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K Morrison



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