

# Arlette Clowes

## Document Control Manager

### Profile

### Employment History

### Education

#### Details

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Document Control Manager with 5 years of experience in effectively managing and maintaining crucial documentation for various industries. Adept at implementing document control processes, ensuring regulatory compliance, and enhancing organizational efficiency. Proven track record of leading cross-functional teams, streamlining workflows, and reducing errors. Expert in leveraging technology to optimize document management systems and facilitate seamless collaboration among stakeholders. Demonstrated ability to adapt to changing environments and deliver results under tight deadlines.

#### Document Control Manager at Quad/Graphics, Inc., WI

Feb 2023 - Present

- Successfully implemented a new document control system, resulting in a 30% reduction in document retrieval time and a 20% increase in overall efficiency within the department.
- Streamlined the document approval process, leading to a 25% decrease in approval wait times and a 15% increase in the number of documents processed annually.
- Conducted a comprehensive audit of all existing documentation, identifying and resolving over 500 discrepancies and ensuring 100% compliance with company and regulatory standards.
- Led a team of 10 document control specialists, achieving a 90% retention rate and a 95% on-time project completion rate throughout the tenure.

#### Document Control Specialist at Oshkosh Corporation, WI

Sep 2018 - Dec 2022

- Successfully digitized over 5,000 critical documents within six months, improving overall document retrieval efficiency by 30% for Oshkosh Corporation, WI.
- Streamlined the document control process by implementing a new system that reduced document processing time by 25%, resulting in a 15% increase in overall team productivity.
- Trained and supervised a team of four junior document control specialists, leading to a 20% increase in departmental efficiency and a reduction of errors by 10%.
- Conducted a comprehensive audit of over 10,000 documents, identifying and correcting 200 discrepancies, ensuring 100% compliance with industry standards and company policies.

#### Bachelor of Business Administration in Information Management at University of Wisconsin-Milwaukee, WI

Aug 2013 - May 2018