



Devani Stephanie

Document Imaging Specialist

Document Imaging Specialist with 1 year of experience in efficiently digitizing, indexing, and cataloging documents for seamless storage and retrieval. Proficient in using scanning equipment, OCR technology, and document management software to ensure accurate and secure archiving. Demonstrates strong attention to detail, excellent organizational skills, and a commitment to maintaining confidentiality and data integrity.

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Education

**Associate of Applied Science
in Document Imaging
Technology at Monroe
Community College,
Rochester, NY**

Aug 2017 - May 2022

Relevant Coursework:
Document Scanning and
Indexing, Digital Image
Processing, Optical Character
Recognition, Electronic
Document Management
Systems, Imaging Software
Applications, Quality Assurance
and Control, Records
Management, and Information
Security.

Links

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

Skills

OCR (Optical Character
Recognition)

PDF/A Conversion

TIFF Manipulation

Metadata Extraction

Image Enhancement

Employment History

Document Imaging Specialist at Digiscribe, NY

Apr 2023 - Present

- Successfully digitized and indexed over 10,000 documents per week, resulting in a 20% increase in efficiency and enabling clients to access their documents more quickly.
- Implemented a new quality control system that reduced errors in document imaging by 15%, leading to improved client satisfaction and fewer rework requests.
- Trained and supervised a team of 5 junior document imaging specialists, improving overall productivity by 25% and ensuring that projects were completed ahead of schedule.
- Collaborated with other departments to develop a streamlined document management process, reducing the time spent on document retrieval by 30% and saving the company an estimated \$50,000 annually.

Associate Document Imaging Specialist at GRM Information Management, NY

Sep 2022 - Feb 2023

- Successfully processed and digitized over 10,000 documents per month, ensuring a 99% accuracy rate and contributing to the company's overall efficiency in document management.
- Streamlined the document imaging workflow by implementing an improved organization system, resulting in a 20% increase in productivity and a 15% reduction in processing time.
- Trained and mentored five new team members, enabling them to quickly acclimate to the company's procedures and contribute effectively to the document imaging process.

Certificates

Certified Document Imaging Architect (CDIA+)

Dec 2021

Information Capture Professional (ICP)

Oct 2020

Memberships

Association for Information and Image Management (AIIM)