

Deedee Allison

Document Control Specialist I - Tolmar Inc

Wellington, CO 80549

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970-481-5862

Authorized to work in the US for any employer

Work Experience

Document Control Specialist I

Tolmar Inc

November 2012 to Present

Data entry, coordinate and scan documents for retention, maintain logs and tracking systems, issue batch records in accordance with the FDA, laboratory notebooks, maintain change control and validations systems, maintain and file document in document room, maintain the Document and Data Control Systems, help revise and edit documents, use of microfiche machine, customer service for all.

Building of wind turbines, data entry, use

Vestas Blades of America

May 2010 to October 2012

of fiberglass and resins, sanders, cutting tools, follow blueprints, quality control, communications with team members and other departments.

Batch Record Coordinator

Tolmar Inc

February 2010 to May 2010

Data entry, filing, issuing and completed batch forms and records in accordance with the FDA, communication with the production scheduler, quality control.

Production Supervisor

Imutek Inc

December 2006 to November 2008

Sales within a 4 state area, customer service, scheduling, interviewing, production line work, bulking product, quality control, driving truck and trailer, keeping cleaning and maintenance records up to date according to the USDA, shipping and receiving.

Liaison for all construction and repair work within a geographical area

WE Energies

2000 to 2006

line work on residential, commercial gas lines, repaired gas mains, maintained valves, located leaks, cut concrete and asphalt, use of air drills and hammers, operated dump truck and trailer, worked with customers with concerns.

Education

Associates Degree in Police Science

Lakeshore Technical College - Cleveland, WI

1992

Skills

- Customer service
- Clerical
- Excellent communication skills
- Self motivated
- Document Control
- Documenting
- Scanning

Additional Information

Skills Summary

Customer Service, Excellent Communication Skills, Adaptable, Self Motivated, Strong Work Ethic. Well diversified from clerical to construction.