

# Document Control Manager Cover Letter

62671 Dominick GardenRochellland, CA 62717-9630

**Dear Dallas Runte,**

Please consider me for the document control manager opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for support to project management and team members to adhere to client standards, Stantec required procedures and document management.

Please consider my experience and qualifications for this position:

- MS Office – spreadsheet development and Word documents
- Provide regional leadership for Quality, Information Management and Document Control (QA IMDC), and a member of the Engineering Services Leadership team
- Ensure an effective Quality Management system is in place to provide quality control and quality assurance of the field execution activities
- Ensure effective Information Management tools and processes are in place to maintain all controlled documentation, covering Engineering, 3rd parties and all working procedures
- Capture, coordinate, disseminate and track shared learning across the QA IMDC communities and GOO Central discipline leader for integration of activities and continuous improvement across the function
- Support conformance to the Functional OMS 4.1, 4.3 and OMS 6.4
- Working knowledge of several computer software applications including Microsoft Suite
- Competency in Microsoft word, PowerPoint, Excel (Macros, Functions, Graphs & Statistical Analysis will all be an advantage), visio if possible

**I really appreciate you taking the time to review my application for the position of document control manager.**

Sincerely,

