

Remi Summers

Document Control and Data Specialist

☎ (719) 555-6724

✉ remi.summers@example.com

🌐 linkedin.com/example/remisummers

📍 Colorado Springs, CO 80903

STRENGTHS

- ☰ **Production coordination**
Balanced scanning, fulfillment, and records queues across customer programs. Colleagues relied on clear workload decisions during busy shifts.
- ✔ **Quality review**
Caught image and indexing exceptions before delivery. A careful second look often prevented rework and protected customer records.
- 🔒 **Secure handling**
Maintained chain of custody for sensitive materials across movement and disposition. Reliable documentation kept handoffs clear.
- 👥 **Staff training**
Turned preparation standards and equipment steps into practical guidance. New and temporary staff gained confidence during peak periods.
- ⚙️ **Process improvement**
Used recurring defects to revise work instructions and procedures. Small workflow changes made daily execution smoother for teams.

SKILLS

Document control Data entry

Document preparation

Scanning and imaging

Image verification Teleform

Form validation

Records management

Chain of custody Quality control

Fulfillment Inventory control

Secure destruction

Forklift operation Staff training

SUMMARY

Document control and data specialist with five years supporting high volume imaging, data entry, records preparation, fulfillment, **inventory control**, secure material handling, and production quality assurance. Prepares mixed format records for digitization, validates images and indexed data, and protects confidential, financial, and **personally identifiable information** through documented **chain of custody** procedures. Operates scanners, inserters, forklifts, warehouse equipment, imaging applications, and automated form validation workflows. Coordinates daily queues, resolves data exceptions, trains new and temporary staff, records production and inventory activity, and updates **standard operating procedures**. Brings dependable accuracy, quick process learning, practical workflow judgment, and steady service across deadline driven document operations.

EXPERIENCE

Senior Document Operations Specialist

Summit Records Processing 📅 January 2025 - Present 📍 Colorado Springs, CO

Leads **document preparation**, scanning, data entry, **fulfillment**, secure records queues, production tracking, and staff training across customer programs. Balances daily capacity, quality checkpoints, material security, and delivery deadlines while supporting multiple operational teams.

- Coordinated document queues across customer programs, balancing capacity against deadlines and delivery commitments.
- Operated scanners, **inserters**, and warehouse equipment while protecting confidential records through **chain of custody** controls.
- Validated indexed data and image quality, documenting **corrective actions** before delivery or retention workflows.
- Trained new and temporary staff on preparation standards, equipment use, secure handling, and quality checkpoints.
- Maintained labor, production, billing, inventory, and project records for workload and reconciliation decisions.
- Updated work instructions and **standard operating procedures** after recurring defects or workflow bottlenecks surfaced.

Document Imaging Specialist

High Plains Imaging Services 📅 May 2023 - December 2024 📍 Pueblo, CO

Supported mixed media conversion, high volume scanning, image verification, data entry, form testing, secure destruction, inventory, and fulfillment. Protected record sequence and customer indexing requirements through quality reviews, exception documentation, and controlled disposition activity.

- Prepared paper files, **microfilm**, **microfiche**, and optical media through sorting, labeling, batching, and checks.
- Completed high volume **scanning** and **image verification** while preserving sequence, confidentiality, and indexing requirements.
- Tested **Teleform** forms and validation rules, documenting reproducible errors for workflow correction.
- Inspected scanned images and metadata, correcting incomplete batches before repository delivery.
- Processed secure destruction requests and connected authorized records with completed disposition documentation.
- Supported **receiving**, inventory, packaging, and fulfillment during production demand surges.

Records and Fulfillment Associate

Mesa Fulfillment and Records 📅 October 2021 - April 2023 📍 Pueblo, CO

Handled receiving, inventory, storage, retrieval, packaging, shipping, order fulfillment, **document preparation**, and accountable material movement. Expanded operational coverage by learning scanning and mail processing procedures while maintaining secure handoffs and accurate tracking records.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Document Operations Specialist at Summit Records Processing (1.8 Years)
- Document Imaging Specialist at High Plains Imaging Services (1.6 Years)
- Records and Fulfillment Associate at Mesa Fulfillment and Records (1.5 Years)

- Processed records through receiving, inventory, storage, **retrieval**, **packaging**, shipping, and fulfillment workflows.
- Prepared documents through sorting, collating, labeling, batching, and insertion based on customer instructions.
- Entered order and inventory data, reconciling physical materials before shipment or transfer.
- Operated **forklifts** and warehouse equipment under established safety practices while moving accountable materials.
- Maintained **chain of custody** records for sensitive materials and escalated discrepancies during handoffs.
- Learned scanning and **mail processing** procedures, providing cross functional coverage during peak periods.

PROJECTS

Mixed Media Digitization Workflow 📅 2024

Converted paper, microfilm, microfiche, and optical media through organized preparation, scanning, image verification, indexing, and controlled repository delivery. Careful sequencing protected record value and reduced avoidable rework.

Secure Fulfillment Reconciliation 📅 2023

Connected receiving, inventory, packaging, shipping, and chain of custody records in one practical workflow. Reconciliation checks supported accurate transfers and dependable customer fulfillment.

LEADERSHIP & AWARDS

- Recognized for quickly learning unfamiliar document processes, software workflows, and production equipment.
- Trusted with lead support, staff training, corrective action records, and confidential materials during peak operations.

EDUCATION

Associate of Applied Science in Office Administration

Pueblo Community College 🎓 GPA: 3.5 📅 2021 📍 Pueblo, CO

Coursework: Records management, office systems, data entry, business communication

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Forklift Operator Safety Training 📅 2025

TECHNICAL SKILLS

- **Document Processing:** Sorting, collating, labeling
- **Scanning Equipment:** High volume scanners, inserters, X ray equipment
- **Imaging Systems:** Imaging software, image verification, electronic document processing
- **Form Validation:** Teleform, DOR Pipeline, Fairfax
- **Records Media:** Microfilm, microfiche, CDs and DVDs
- **Data Operations:** High volume data entry, indexing, online services
- **Warehouse Equipment:** Forklifts, material handling equipment, packaging
- **Inventory Systems:** Inventory reconciliation, receiving, storage
- **Fulfillment Operations:** Order processing, shipping, distribution
- **Quality Systems:** Quality control inspections, corrective actions, validation rules
- **Secure Records:** Chain of custody, secure destruction, PII handling
- **Tracking Systems:** Labor records, production records, billing records

PROFESSIONAL AFFILIATIONS

- Professional records operations peer network, focused on document handling and service accuracy.

- Warehouse and fulfillment safety community, supporting secure material movement and dependable handoffs.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST