

Christina Hernandez

Houston, TX 77007 | 281-827-4044 | chernandezcool@gmail.com

Objective

Utilize my 10+ years of experience as a highly organized individual in interfacing with engineering staff to create and maintain all documentation using the document management system throughout the project Lifecycle.

Skills & Abilities

COMMUNICATION

- Outstanding communication skills and proven success interfacing with both clients and co-workers
- Self-motivated and able to effectively prioritize and implement decisions to achieve immediate and long-term goals to meet deadlines
- Ability to perform consistently under pressure and in a varied environment
- Adapt easily to new concepts and responsibilities
- Good team player with excellent organization and motivation skills

MANAGEMENT

- Have experience taking responsibility to ensure the security of project documents within the DMS, SharePoint and Project offices and that each location adheres to Companies Policies and Standards.

TECHNICAL

- MS Office, MS SharePoint, Adobe Acrobat Professional, Omega
- Documentum (Web Top and Desk Top), Lotus Notes
- Voyager, eRoom, Clarity, Coreworx DocPro
- Proficient in written and spoken English and Spanish
- TWIC Certified

Experience

SENIOR DOCUMENT CONTROLLER – DRAFTING DEPARTMENT | SHELL EXPLORATION & PRODUCTION COMPANY | APRIL 2018 TO PRESENT

- Manage drawings in Shell's SharePoint site and assist the Asset Coordinators.
- Bulk load documents and review CSV files for accurate attributes.
- Maintain Shell's SharePoint site, web content administration and organize metadata content.

SENIOR DOCUMENT CONTROLLER MANAGEMENT – FLINT HILLS RESOURCES PROJECT | EMERSON PROCESS MANAGEMENT | JUNE 2013 TO MAY 2017

- Developed Document Management plan and trained project team on implementation of the plan
- Process all project documentation generated for the project
- Liaise with project team to ensure proper formatting of deliverables

- Working to assist Project document control teams in Corpus Christi as well as Minnesota to ensure that adherence to the project documentation procedures is maintained

DOCUMENT CONTROLLER – STATOIL AASTA HANSTEEN PROJECT | TECHNIP USA INC. | MAY 2012 TO JUNE 2013

- Process all project documentation generated by the project team, Client and contractors to be stored in EDMS
- Liaise with project team to ensure proper formatting of deliverables as well as assist with training team on document upload process
- Interacted with Project document control teams in Norway as well as Korea to ensure that MDR and document distribution matrices are implemented for the project
- Maintain strict adherence to the project documentation procedures

DOCUMENT INFORMATION MANAGEMENT – BP THUNDER HORSE PROJECT | PETROPLAN USA LLC | AUGUST 2011 TO MAY 2012

- Coordinated, established and managed the project documentation standards, as well as oversight of all BP document control processes, procedures, databases and project deliverables
- Verification of all document and drawing numbers are correctly assigned by the document author or custodian/owner in accordance with the project document numbering guidelines and resolve documentation numbers which are found to be inaccurate by holding discussions with the document owner
- Pre-assess, coordinate and implement the Document Management processes for all of the Integrated Project Teams (IPT), including Contractors and Suppliers bound by EPMS agreement
- Supervise all participating 3rd party document management and document control activities throughout the life of the project and ensure that the contractor is accurately using DW Docs on behalf of the BP GPO project teams
- Maintain the final approvals for documents posted to both DW Docs repositories
- Ensure that complete and accurate Master Document Registers (MDRs) and Document Distribution Matrices (DDMs) are implemented for the project

DOCUMENT CONTROLLER – BP THUNDER HORSE PROJECT | TECMOR INTERNATIONAL LLC | APRIL 2007 TO AUGUST 2011

- Assigned highest volume contractor to control all Incoming and Outgoing Drawings and Documents. Ensure timely issuance & distribution of all the Drawings and Documents with correct revisions to all parties as detailed in the distribution matrix contained in project procedures
- Maintained strict adherence to the project documentation procedures. Processed project documentation deliverables and maintained quality assurance
- Processed client's and contractors' documentation when received. Logged, prepared review packages, tracked status, scanned, filed, and uploaded to EDMS
- Provided guidance and assistance to project team to assure document quality to include completeness, accuracy and compliance with established procedures
- Trained and supervised project document control team members on project specific requirements and all aspects of document control processes; prioritized and defined tasks and supervised completion process
- Organized and participated in archiving of technical documents

- Contributed to project document control standards development, including: standard EDMS structure, metadata fields and workflow processes; EDMS reports; document control forms
- Ensure that the latest revision and approval status of drawings is kept updated continuously
- Maintain document control registers for incoming and outgoing documents
- Expedite and maintain acknowledgements to transmittals
- Expedite responses to transmittals sent for review/comment
- Respond to queries regarding revision status of issued drawings/documents from engineering personnel.
- Archiving data for historical purposes

LEGAL ASSISTANT | BAILEY & GALYEN ATTORNEY AT LAW | 2001 TO 2007

- Pharmaceutical Department

OFFICE MANAGER | LAW OFFICES OF ELOY GAITAN, P.C. | 2003 TO 2005

- Workers Compensation Department

CASE MANAGER | LAW OFFICES OF MANUEL E. SOLIS, P.C. | 2001 TO 2003

- Workers Compensation Department

Education

AUSTIN HIGH SCHOOL | HOUSTON, TX