

Contact



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OBJECTIVE

Highly motivated and detail-oriented information manager with vast years of experience in data governance and information lifecycle management. Proficient in designing and implementing data classification frameworks, ensuring data quality, integrity, and compliance with regulatory requirements of the organization. Skilled in information retrieval, information management, data analysis, data visualization and reporting to facilitate efficient data access and retrieval. Strong communication skills and ability to work in a team environment. Looking for a position as information manager at your organization where my skills will be fully utilized.

SKILLS

- Data management
- Data analysis
- Information Systems
- Data visualization
- Information Governance
- Information Security
- Project Management
- Time management
- Strategic planning
- Problem solving
- Data Entry
- Adaptability
- Attention to detail
- Multi-tasking
- Organizational Skills
- Teamwork
- Leadership
- Microsoft Office
- Good understanding skills
- Interpersonal Communication

KRISTINA HILLSTROM

Information Manager

PROFESSIONAL EXPERIENCE

Lindner Interior

July 2018 – Present

Document Controller

- Worked as part of a dynamic technical team, collaborating closely with team members to ensure efficient document control processes.
- Utilized a document numbering system to maintain documents in line with Lindner & Client Protocols, ensuring consistency and organization.
- Uploaded all project-related drawings received from clients, consultants, and MEP contractors, distributing them to relevant stakeholders for review, input, and approval.
- Managed and controlled various Document Control Systems, such as Aconex, ProjectWise, Asite, Conject, etc., effectively navigating and utilizing these platforms for document management.

MPG Contracts

July 2018 – Present

Document Controller and Administrator

- Developed and implemented processes for document control and management, ensuring efficient organization and retrieval of critical project documents.
- Produced, provided, and updated drawings, ensuring accuracy and timely delivery to subcontractors and clients.
- Uploaded and distributed a large volume of drawings to subcontractors and clients, ensuring proper documentation and version control.
- Reviewed and updated technical documents, ensuring compliance with project specifications and industry standards.
- Uploaded reports, RFIs (Requests for Information), Technical Submittals, Quality Assurance Certifications, Health and Safety reports, and other relevant information to the document management system.

Box & Charnock Ltd

Sept 2014 – March 2018

Senior Administrator and Regional Document Controller

- Maintained and managed documents and records within the Quality Management System, including spreadsheets and project documents related to QA, production, and health and safety.
- Implemented document control and management processes using Aconex, SharePoint, and Asite platforms.
- Assisted the Quantity Surveyor with subcontractor payments and costs.
- Provided operations and administration support to the Contract Director, Project Managers, Engineer, Quantity Surveyor, and Human Resources department.
- Organized diaries and meetings, including issuing minutes and associated papers for various meetings.

Maintracts Services Ltd

Sept 2013 – Sept 2014

Accounts Assistant and Administrator

- Managed incoming calls, emails, and post, providing efficient and professional handling of inquiries and directing them to the appropriate personnel.
- Handled account queries, including BACS and credit card transactions, and followed up on outstanding debts.
- Generated purchase orders, invoices, and credit notes, maintaining accurate records and updating collection reports.
- Entered payments into QuickBooks and occasionally facilitated the payment process.
- Conducted copy and audio typing from dictation, ensuring accurate and timely transcription of documents.

CORE QUALIFICATIONS

- Proficiency in organizing, structuring, and maintaining data using database management systems, data governance, data quality assurance, and data integration techniques.
- Knowledge and experience in managing and optimizing information systems, including enterprise resource planning systems, customer relationship management software, and content management systems.
- Understanding of information security principles, best practices, and compliance standards to ensure the confidentiality, integrity, and availability of data, including knowledge of access controls, encryption, and vulnerability management.
- Strong communication skills, both verbal and written, with the ability to explain technical concepts to non-technical stakeholders.
- Ability to manage multiple projects simultaneously, prioritize tasks, and meet project deadlines.
- Demonstrated ability to identify and solve complex problems using data-driven approaches

EDUCATION

MBA Finance
SZABIST, Karachi, Pakistan, 1999

BS Computer Science
Fast (National University), Karachi, Pakistan, 2001

HSC Pre-Engineering
Adamjee Govt Science College, Karachi, Pakistan, 2005

SSC Science
Beacon House School System, Karachi, Pakistan, 2008

REFERENCE

Available upon request

Ardmore Group Ltd

Sept 2009 – Sept 2013

Site Office Administrator/Document Controller

- Coordinated and processed general administrative work, including timesheets, material requisitions, filing, scanning, and uploading documents.
- Provided document control using Document Management software, such as Buzzsaw and SharePoint.
- Managed all incoming and outgoing mail, scheduled meetings, and handled diary management.
- Offered secretarial and administrative support to various departments, including Design, Commercial, Mechanical and Electrical Department, Estimate, and Project Management.
- Answered telephone calls and provided assistance and information as needed.

Elliott Thomas Limited, London

Jan 2004 – Sept 2009

Administrator/Document Controller

- Efficiently organized and maintained paper and electronic files for Logistic Office in a Construction Site, ensuring easy access and retrieval of documents.
- Managed Health and Safety inductions, maintaining comprehensive records to ensure compliance with safety regulations and standards.
- Expertly handled logistic files, ensuring accurate and up-to-date documentation for smooth project operations.
- Proficiently inputted document data into the system, ensuring accuracy and completeness of information.
- Regularly updated and printed reports using Document Management Software BIW, providing stakeholders with timely and relevant information.

Texas steak out restaurant, Limerick, Ireland

March 2001 – Jan 2004

Buzz Person

- Performed general maintenance tasks in the kitchen, ensuring cleanliness and organization to comply with health and safety regulations.
- Provided exceptional customer service by promptly attending to customers' needs and inquiries.
- Prepared tables for dining by setting them up with appropriate utensils, napkins, and condiments.
- Demonstrated strong multitasking skills by efficiently serving multiple tables simultaneously.
- Handled food orders accurately and promptly, ensuring the correct items were delivered to the appropriate customers.

Business Incubator in Lithuania

Sept 1999 – March 2001

Receptionist and Office Assistant

- Answered telephone calls promptly and professionally, addressing inquiries and directing calls to the appropriate personnel.
- Assisted in processing orders and requisitions for various requirements, ensuring timely and accurate fulfillment.
- Coordinated and maintained information, files, and records, ensuring easy accessibility and confidentiality.
- Organized and managed the Information Systems Helpdesk, providing technical support and troubleshooting assistance to staff members.
- Maintained a high level of professionalism and excellent customer service while interacting with clients and colleagues.