

# Nicci Maduzia

Document Controller

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## EDUCATION

Diploma in Document Control and Records Management at Oklahoma State University, Stillwater, OK  
Aug 2017 - May 2022

Relevant Coursework: Document Control Principles, Records Management Standards, Information Governance, Electronic Document Management Systems (EDMS), Archiving Techniques, Retention Schedules, Compliance and Legal Issues, Metadata Management, and Document Lifecycle Management.

## LINKS

[linkedin.com/in/niccimaduzia](https://www.linkedin.com/in/niccimaduzia)

## SKILLS

SharePoint  
Aconex  
Bluebeam Revu  
Documentum  
AutoCAD  
Procore  
Laserfiche

## LANGUAGES

English  
Italian

## HOBBIES

## PROFILE

Document Controller with 1 year of experience in managing, organizing, and maintaining essential documentation for various projects. Proficient in digital filing systems, version control, and compliance with document control procedures. Demonstrated ability to effectively coordinate with cross-functional teams, ensuring accuracy and timely delivery of documents. Highly organized, detail-oriented, and committed to maintaining the highest standards of quality and efficiency.

## EMPLOYMENT HISTORY

- **Document Controller at Cimarron Document Solutions LLC, OK**  
Mar 2023 - Present
  - Successfully managed the digitization of over 50,000 critical documents within a six-month period, resulting in a 30% reduction in physical storage space and improved document retrieval times by 50%.
  - Streamlined the document control process by implementing a new electronic document management system (EDMS), which led to a 40% increase in efficiency and reduced document processing time by an average of two hours per day.
  - Developed and conducted comprehensive training programs for over 100 employees on document control procedures and the new EDMS, leading to a 95% compliance rate with company documentation standards and a 20% reduction in document-related errors.
- **Assistant Document Controller at Beale Professional Services, OK**  
Sep 2022 - Feb 2023
  - Successfully managed a large-scale document control project, resulting in a 30% increase in efficiency and organization of over 10,000 critical documents for Beale Professional Services.
  - Streamlined the document review and approval process, reducing turnaround times by 25% and significantly improving communication between departments.
  - Implemented a new document management software system that increased accuracy and accessibility of records, reducing document retrieval times by 40% and ensuring compliance with industry standards.

## CERTIFICATES

Association for Information and Image Management (AIIM) Certified Information Professional (CIP)  
Mar 2022  
National Association of Photoshop Professionals (NAPP) Adobe Certified Expert  
Jun 2020

## MEMBERSHIPS

International Organization for Standardization (ISO)  
Project Management Institute (PMI)

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**CH Cherryholmes**



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**Title List of Documents Made Publicly Available** U.S. Nuclear Regulatory Commission,1989      Project Management Communications Bible William Dow,Bruce Taylor,2010-06-11 The authoritative reference on one of the most important aspects of managing projects project communications With shorter production cycles and the demand for projects being faster cheaper and better the need for project communications tools has increased Written with the project manager stakeholder and project team in mind this resource provides the best practices tips tricks and tools for successful project communications and planning The featured charts graphs and tables are all ready for immediate use Note CD ROM DVD and other supplementary materials are not included as part of eBook file      **Technical support document for water**

**qualitybased toxics control ,      Ground-water Sampling Methods and Quality-control Data for the Red River of the North Basin, Minnesota, North Dakota, and South Dakota, 1993-95** Michael A. Menheer,Mark E. Brigham,1997

**Ground-Water Sampling Methods and Quality-Control Data for the Red River of the North Basin, Minnesota, North Dakota and South Dakota, 1993-95, U.S. Geological Survey, Water-Resources Investigations Report 96-4317 ,1997      Technical Support Document for Water Quality-based Toxics Control** United States. Environmental Protection Agency. Office of Water,United States. Environmental Protection Agency. Office of Water Enforcement and Permits,United States. Environmental Protection Agency. Office of Water Regulations and Standards,1991      **Endotoxin**

**Detection and Control in Pharma, Limulus, and Mammalian Systems** Kevin L. Williams,2019-07-24 Endotoxin detection and control is a dynamic area of applied science that touches a vast number of complex subjects The intersection of test activities includes the use of an ancient blood system from an odd living fossil Limulus It is used to detect remnants of the most primitive and destructive forms of life prokaryotes as contaminants of complex modern systems mammalian and Pharma Recent challenges in the field include those associated with the application of traditional methods to new types of molecules and manufacturing processes The advent of at will production of biologics in lieu of harvesting animal proteins has revolutionized the treatment of disease While the fruits of the biotechnology revolution are widely acknowledged the realization of the differences in the means of production and changes in the manner of control of potential impurities and contaminants in regard to the new versus the old are less widely appreciated Endotoxin as an ancient dynamic interface between lifeforms provides a singular perspective from which to view the parallel development of ancient and modern organisms as well as the progress of man in deciphering the complexity of their interactions in his efforts to overcome disease      **Managing Web Projects** Edward B. Farkas,2009-10-27 Getting Web projects done right and delivered on time is all about efficiency Putting the information you need and tools you can rely on at your ready disposal Managing Web Projects is a complete guide for project managers in the Internetworking industry Whether you are a Web developer or an Internet Service Provider whether your project is a qu

*Technical Support Document for Water Quality-based Toxics*

Control ,1985      **Tips** ,1974      70th AACC Annual Scientific Meeting American Association for Clinical Chemistry,2018-07-11      *Quality Assurance Guidelines for Environmental Measurements* ,1998      **Principles of Nutritional Assessment** Rosalind S. Gibson,2005 With over 200 newly drafted figures many new tables drawn from the wealth of data published over the last 15 years this new edition has been thoroughly revised      *Regulatory and Technical Reports* U.S. Nuclear Regulatory Commission. Division of Technical Information and Document Control,1975 Includes indexes      *Sterile Product Facility Design and Project Management* Jeffrey N. Odum,2004-03-29 Knowing how to deal with the regulatory issues understanding the impacts of cleanliness and recognizing the affect that poor facility layout will have on GMP spaces are only some of the issues an experienced Project Manager must focus on Completely revised and updated Sterile Product Facility Design and Project Management Second Edition provid      *Handbook of Bioequivalence Testing, Second Edition* Sarfaraz K. Niazi,2014-10-29 As the generic pharmaceutical industry continues to grow and thrive so does the need to conduct adequate efficient bioequivalence studies In recent years there have been significant changes to the statistical models for evaluating bioequivalence In addition advances in the analytical technology used to detect drug and metabolite levels have made bioequivalence testing more complex The second edition of Handbook of Bioequivalence Testing has been completely updated to include the most current information available including new findings in drug delivery and dosage form design and revised worldwide regulatory requirements New topics include A historical perspective on generic pharmaceuticals New guidelines governing submissions related to bioequivalency studies along with therapeutic code classifications Models of noninferiority Biosimilarity of large molecule drugs Bioequivalence of complementary and alternate medicines Bioequivalence of biosimilar therapeutic proteins and monoclonal antibodies New FDA guidelines for bioanalytical method validation Outsourcing and monitoring of bioequivalence studies The cost of generic drugs is rising much faster than in the past partly because of the increased costs required for approval including those for bioequivalence testing There is a dire need to re examine the science behind this type of testing to reduce the burden of development costs allowing companies to develop generic drugs faster and at a lower expense The final chapter explores the future of bioequivalence testing and proposes radical changes in the process of biowaivers It suggests how the cost of demonstrating bioequivalence can be reduced through intensive analytical investigation and proposes that regulatory agencies reduce the need for bioequivalence studies in humans Backed by science and updated with the latest research this book is destined to spark continued debate on the efficacy of the current bioequivalence testing paradigm      **Proceedings of the 4th International Conference on Economic, Management and Accounting (ICEMAC 2023)** Nur Hidayah Kusumaningrum Fadhillah,Kurniawan Kurniawan,2024-08-01 This is an open access book The 5th International Conference on Economic Management and Accounting ICEMAC 2024 conference proudly presents an insightful exploration into the critical theme of Navigating the New Economic Landscape Integrating Sustainability and Disruption in Management and Accounting In a time

when global businesses confront mounting challenges related to the environment and society this conference endeavors to facilitate substantial dialogues exchange groundbreaking strategies and advocate for sustainable solutions within the domains of economic management and accounting practices The 5th ICEMAC 2024 extends a warm invitation to researchers scholars professionals and policymakers in the fields of economics management and accounting as well as those passionate about advancing sustainable practices      *Relational Management and Display of Site Environmental Data* David Rich,2002-06-19 When your environmental project reaches the point where the amount of data seems overwhelming you will need a robust tool to help you manage it Written by a recognized expert and software author with over 25 years of industry experience *Relational Management and Display of Site Environmental Data* begins with an overview of site data management c      *CEP Software Directory* ,1992      *Plants and Microbial Communities: Diversity, Pathogens and Biological Control* Yong Wang,Amin Uddin Mridha,Jia Liu,2022-05-06

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