

Shannon Brooks

Document control specialist

(555) 889-1012 • Boise, ID 83702 • email@example.com • LinkedIn | Portfolio

Documentation expert supporting quality compliance

Document control specialist with 6 years of experience managing controlled documents and SOPs for GMP environments. Highly skilled in document lifecycle management, version control, and audit preparation.

Key Skills

- CAPA support
- Document lifecycle
- GMP documentation
- SOP formatting
- Change control
- GDoc systems
- Inspection readiness

Professional Experience

Document Control Specialist, VitaPharm Labs, Boise, ID
November 2019 – Present

- Maintain over 800 controlled documents in GDoc system
- Audit document histories and archive obsolete versions
- Assist QA in managing CAPA records and change requests

Quality Admin Assistant, EverPure Labs, Twin Falls, ID
July 2017 – November 2019

- Edited and formatted SOPs for clarity and compliance
- Scheduled document review timelines and tracked overdue items
- Supported FDA inspection prep through document organization

Education

College of Western Idaho, Nampa, ID
Associate of Science (A.S.) in Office Administration
May 2015