

Nancy Myers

nancyjmyers@gmail.com

Summary

A Professional with Established Expertise in Change Request and Document Control Management

- Change request management and coordination, ensuring documentation accuracy and authorizations.
- Creation of training documentation, work instructions, specifications and procedures.
- Change review board meeting facilitation. Metrics and status report maintenance, tracking and distribution.
- Maintain databases for storing documentation, part numbers and customer records.
- Engineering and project process coordination support.
- Trainer and end user functionality testing coordinator for launch of upgrades.
- Established computer skills in Oracle, SAP, Agile, MS Office applications, HTML and web design.
- Excellent communication skills. Extremely organized and detail oriented.

Professional Experience

Welch Allyn Inc. Change Coordinator

2006 - Present

- Manage change requests in SAP to support engineering and company wide functional areas, keeping in compliance with company policies, procedures and FDA requirements.
- Prepare and coordinate change requests through reviews and approvals, providing accurate information and deliverables for implementation in a timely manner.
- Maintain and deliver change and notification status reports to enable visibility of crucial priorities and objectives.

Tektronix Inc. New Product Introduction Support Specialist

2006 - 8 Mon.

- Supported project managers by tracking and coordinating the progress of multiple software programs for new product introduction.

Daisy's Barn Pet Care and Supplies Customer Service

2005 -2006

- Created and maintained customer records.
- Initialized company procedures and records to ensure accountability and accuracy.
- Tracked daily, weekly and monthly cash flow and balance sheets.
- Designed the company website for increased visibility, sales and profitability.

Benchmark Electronics Documentation Technician

2004 -2005

- Utilized presentation graphics software to create assembly work instructions per customer specifications.

G.E. Interlogix Security/Sentrol Inc. Business Systems Administrator /Oracle ERP

1991 -2003

- Provided functional support and training to engineering and document control.
- Gathered business requirements and created testing specifications for launch of upgrades and customized changes. Coordinated functional testing and measured project progress.

Document Control, Engineering Change Coordinator

- Developed and executed change request and document control procedures for positive process improvement and achieved documentation consistency within the company.
- Coordinated change requests and measured status progress from initiation through implementation.
- Facilitated change review meetings, maintained and delivered status reports, ensuring priorities and objectives were met.
- Maintained the Oracle database for housing part numbers, bills of materials and historical documentation.

Education/Training

Associate of Applied Science in Commercial Art, Graphic Arts

Portland Community College

Introduction to Project Management, Introduction to Access, Web Page Design, HTML, JavaScript, CGI Programming, PC Troubleshooting, Oracle Engineering, Oracle Inventory