

BRIAN SAWA

ALISO VIEJO, CA. 949-527-8265 BRIAN.SAWA@GMAIL.COM

Professional Summary

Highly reliable and professional Document Control Specialist with over 20 years of extensive experience in managing and supporting projects of all sizes. Demonstrates excellent leadership skills, attention to detail, and the ability to work both independently and as part of a team. Proven track record of successfully handling multiple tasks in fast-paced environments, meeting schedules and deadlines, and maintaining high-quality standards. Adept at utilizing advanced document management systems and software to ensure the accuracy, integrity, and timely distribution of project documentation. Proven ability to lead teams, streamline processes, and enhance efficiency. Dedicated to contributing to the success of a dynamic organization and willing to relocate for the right opportunity.

Key Skills

MS SharePoint: Proficient in using SharePoint for document management, including uploading quality files, adding metadata, and organizing folders.

Document and Data Management (Vendor and Engineering) EDMS:

JPI and Smartplant experience managing engineering and vendor documents.

Autodesk Build/PlanGrid: Skilled in using PlanGrid for downloading design drawings and completing as-built packages.

Aconex: Knowledgeable in using Aconex for project collaboration and document control.

Adobe Pro/Bluebeam Revu: Proficient in using Adobe Pro and Bluebeam Revu for document review and markup.

Cloud Servers/OneDrive: Experienced in using cloud servers and OneDrive for document storage and sharing.

MS Teams/Zoom: Skilled in using MS Teams and Zoom for virtual meetings and collaboration.

Excel: Advanced skills in Excel for data analysis and reporting.

Microsoft Office 365: Proficient in using the full suite of Microsoft Office 365 applications for various administrative tasks.

Professional Experience

Quality Validation Admin Assistant

OHLA

September 2021 – May 2024

Assisted in the closeout of the \$1.4 Billion OCTA I-405 Improvement Corridor Toll Road expansion project.

Utilized SharePoint to upload quality files (DIR, CAP, material testing records) to proper folders and add metadata where required.

Used PlanGrid to download design drawings and complete final as-built packages for each segment/portion of the project to turnover to OCTA.

Linked processed RFIs to correct design drawings and published them to the project.

Document Control/Data Entry

Meggitt Sensing Systems

September 2019 – March 2020

Scrubbed bills of material as part of the quality group, ensuring accuracy and completeness.

Searched for drawing files in Windows Explorer to complete data packages for turnover to the client.

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Master Equipment List Coordinator

NANA WorleyParsons

May 2018 – November 2018

Updated master equipment tag numbers through Maximo and MEL tool for British Petroleum north slope operations.

Ensured accuracy and consistency of equipment data across multiple systems.

Document and Data Management III

Fluor

August 2012 – January 2014

Performed all aspects of Document Control III for large commercial clients such as Exxon.

Supported Alaska Frontier Constructors (AFC) with document control procedures and submittals.

Implemented Electronic Document Review using Adobe software in conjunction with Smartplant Foundation and SharePoint, reducing log-in time and increasing timely returns of reviewed documents.

Provided single point of contact document control support for additional subcontractors.

Logged in/out subcontractor documents/drawings, updated SMDR (Subcontractor Master Document Register), and utilized DRAM/DDM for squad check distribution.

Document and Data Management III

Jacobs Engineering

August 2005 – July 2009

Led the ConocoPhillips Document Control team, managing engineering issues and vendor data for major projects.

Supervised a team of 3 Document Control members and oversaw the progress of multiple projects.

Assisted with the implementation of JPI (Jacobs Project Information System) on all ConocoPhillips projects, providing guidance and instruction to engineering disciplines.

Managed document control duties for 4 major projects, including Ultra Low Sulfur Diesel, FCC Particulate, Coker De-heading, and Flare Gas Recovery.

Completed the Refinery 101 advanced learning course at Jacobs, gaining comprehensive knowledge of the refinery process.

Technical Document Control Coordinator

Fluor Enterprises, Aliso Viejo, CA

August 1998 – February 2003

Managed the expediting, receipt, recording, and processing of supplier engineering data for the \$1.4 billion Hamaca Crude Upgrader Project.

Accountable for 87 purchase orders, including Mechanical, Structural, Piping, and Control Systems disciplines.

Processed change orders, bills of materials, and created supplier transmittals to notify suppliers of engineering progress.

Recorded and processed over 15,000 documents, assisted in assembling plant and operating manuals for use at the refinery site.

Proficient in Lotus Notes, Windows 95/98, and VICTR2000, a program database for recording and issuing documents.