

KEVIN SMALL

QUALIFIED DOCUMENT CONTROLLER

Sherwood Park, Ab | 403-348-6326 | kevin@mundocreek.com

HIGHLIGHTS OF QUALIFICATIONS

Document Controller and Technical Writer with over **15 years of experience** in the **manufacturing and construction industries**. Proven expertise in **document creation, editing, management, and controlled distribution** to support operational excellence and compliance.

Successfully **implemented and administered document control systems** on multiple projects, including **Excel-based tracking solutions** and **Veeva Vault** for digital document management. Recognized for precision, organization, and the ability to streamline documentation workflows across diverse teams.

KEY SKILLS

● Document Control	● Technical Writing	● Policies and SOPS	● Adherence to Standards
● Change Management	● Database Administration	● Schematics & P&IDs	● Multitasking
● Organization Skills	● Journeyman Instrument Mechanic	● Purchasing and Procurement	● CSTS 2020

WORK EXPERIENCE

Document Specialist, Heritage Cannabis Corp, Fort Erie, ON | Start Date (Oct., 2020) – End Date (June 2025)

- Identified the need for the **Document Specialist** position and filled this role for over 4 years.
- Created SOPs, Work Instructions, Forms, Appendices, Process Flow Diagrams along with the supporting photos and illustrations.
- Streamlined documentation processes by organizing, validating, and maintaining accurate records for easy retrieval and compliance.
- Administered document control workflows in **Veeva Vault**, ensuring timely updates, reviews, and approvals across project teams.
- Coordinated the release of controlled documents for **production, audits, and regulatory review**, maintaining full traceability.
- Supported smooth on-boarding of **new clients and suppliers** by managing documentation setup and compliance requirements.

Quality Assurance, Heritage Cannabis Corp, Fort Erie, ON | Start Date (Dec. 2019) – End Date (Sept. 2020)

- Monitored production activities to ensure **quality objectives and compliance standards** were consistently achieved.
- **Reviewed, verified, and authorized** production records to maintain traceability and regulatory integrity.
- **Initiated and managed** Non-Conformance Reports (NCRs), Corrective Action Reports (CARs), Supplier Corrective Action Reports (SCARs) and customer complaint entries to drive continuous improvement.

Technical Writer/ Document Controller, Avid Growing Systems, Niagara Falls, ON | Start Date (Feb 2017) – End Date (Nov 2019)

- Adapted to multiple roles within a small-company environment, contributing as **Shipper/Receiver, Inventory Controller, Purchaser, Sales Representative, and Assembler/Installer** to support operational continuity and customer satisfaction.
- **Developed and maintained assembly documentation**, issuing complete and accurate production packages to ensure build consistency and efficiency.
- **Authored comprehensive customer and technical manuals** for a fully integrated grow system, enhancing user understanding and post-installation support.

Field Quality Control, Kentz/SNC-Lavalin, Fort McMurray, AB | Start Date (Sept. 2016) – End Date (Jan. 2017)

- **Prepared and organized documentation packages** for inspections and walk-downs, ensuring all required records were readily accessible.
- **Led comprehensive 2 to 5 day pre-inspection walk-downs** of oil sands processing facility, verifying construction quality and compliance with specifications.
- **Coordinated client turnovers** for multiple plant areas valued at over **\$1M**, tracking and resolving deficiencies to ensure seamless project handovers.

Automation Tech. / Technical Writer, CT Logics, Acheson, AB | Start Date (May 2013 – End Date (Mar. 2016)

- **Oversaw electrical manufacturing documentation**, ensuring accuracy, compliance, and timely distribution across teams.
- **Authored and maintained comprehensive customer operating and technical manuals**, enhancing usability and post-installation support.
- **Delivered technical support for electronic and instrumentation systems** on an offshore Coiled Tubing (CT) unit, resolving issues efficiently and maintaining operational continuity.

Technical Writer/Document Controller, Trican Well Service Ltd. Red Deer, AB | Start Date (Sept 2010 – End Date (May 2013)

- **Designed and managed an Excel-based technical document control system**, streamlining document tracking and accessibility across projects.
- **Organized, validated, and filed complex technical documentation**, including schematics and engineering documents and assembly standards, ensuring accuracy and compliance.
- **Developed and updated a wide range of technical content**, including SOPs, work instructions, forms, facility drawings, schematics, illustrations, training modules, and process flow diagrams to support operational efficiency and staff training.

EDUCATION

Electronic Engineering Technician Diploma
Instrument Mechanic Journeyperson
High School Diploma

Radio College of Canada – Toronto, ON
S.A.I.T. - Calgary, AB
N.F.C.V.I. - Niagara Falls, ON