

JOSEPHINE NYANTEH

Document Controller

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Professional Summary

Detail-oriented Professional with experience managing 300+ project records across construction, health, and energy sectors. Proficient in Aconex, SharePoint, and compliance workflows aligned with ISO 19650-2 and the Building Safety Act 2022. Skilled in electronic filing, structured naming conventions, and audit-ready digital documentation. I offer strong version control, stakeholder coordination, and QA tracking, with a goal to contribute to safe, regulation-compliant projects in a high-performing team.

Areas of expertise

- Electronic Document Management Systems (Aconex, SharePoint, Viewpoint)
- ISO 19650-2 & Building Safety Act 2022 Awareness
- Version Control & Metadata Tagging
- QA Checking & Compliance Documentation
- Process Mapping & Workflow Optimisation
- Stakeholder Communication & Meeting Coordination
- Health, Safety & Regulatory Recordkeeping
- BIM & Drawing Management (AutoCAD, Revit)
- Scanning, Indexing & Audit Preparation
- Familiar with Safety Case structures & Golden Thread principles
- Familiar with Building Safety Act 2022, Safety Case structures, and ISO 19650-2 documentation workflows

Professional Experience

Dawsson Enterprise – Remote

Operations & Compliance Coordinator (Freelance) - Oct 2024 – Aug 2025

- Conducted internal compliance audits, improving SOP adherence by 95%
- Independently tested internal controls, reducing audit gaps by 20%
- Managed departmental risk registers and coordinated compliance oversight
- Produced dashboards for quarterly compliance reviews with 100% audit accuracy

UK Health Security Agency – London, UK

Occupational Health Coordinator & Administrator - Oct 2023 to Sept 2024

- Managed 500+ health and safety documents with 100% GDPR compliance and audit-readiness.
- Developed digital tracking system for assessments, reducing document turnaround time by 40%.
- Implemented scanning and indexing procedures for critical occupational health files.
- Produced weekly compliance summaries for senior management to support policy decision-making.

Higgins Partnerships – London, UK

Technical Design Coordinator (Temp) – July 2024 to July 2024

- Supported engineers and architects during pre-construction of a 59-unit social housing scheme, contributing to value engineering and buildability reviews.
- Coordinated design documentation to meet Employers' Requirements, reducing rework in contractor submissions.
- Assisted with preparation of final as-built documents, ensuring 100% compliance with safety standards and Fire & Emergency File protocols.
- Participated in multidisciplinary meetings to resolve design queries and support timely approval workflows

E.ON Next – (Remote)

Energy Specialist – Customer & Digital Delivery (Remote) – July 2022 to July 2023

- Maintained 800+ service records monthly with full version control using Kraken platform.
- Investigated and resolved documentation errors, reducing regulatory issues by 30%.
- Delivered reporting to support OFGEM compliance targets across service operations.
- Improved customer documentation workflow, enhancing data integrity across teams.

Dansoman Project (Private Developer) – Accra, Ghana / London, UK / Dubai,

UAE Assistant Project Manager (Occasional travel) – Jan 2022 to June 2023

- Coordinated 200+ technical documents across international residential projects, improving approval timelines by 25%.
- Oversaw document versioning and transmittals to consultants in Ghana, UK, and UAE.
- Supported tender reviews and pre-construction deliverables to ensure contractual compliance.
- Liaised with procurement and design teams to track schedule performance and client updates.

Salt Light Group – London, UK

Health & Safety Film Set Coordinator (Weekends) – Oct 2023 to Mar 2024

- Managed 100+ HSE documents across 6 productions, ensuring 100% regulatory readiness for inspections.
- Logged and tracked risk assessments, supporting real-time document access during filming.
- Coordinated compliance protocols and distributed safety paperwork across departments.
- Maintained central recordkeeping for crew and management use throughout film schedules.

Education & Certifications

- **BSc (Hons) Architecture** – University of East London | 2:1
- **CITB:** Health, Safety & Environment for Managers & Professionals
- **CSCS Card** – Academically Qualified Person
- **NEBOSH** General Certificate (In progress)
- L3 Cybersecurity Practices

