

Past:

- Prepared and achieved reports of the accelerating structures, PETS and RF components in EDMS (Engineering & Equipment Data Management Service) related folders
- Responsible for achieving documents in MTF (Manufacturing and Test Folders) when EDMS documents daily notifications are received
- Created the BOM (Bill of Material) for some accelerating structures, PETS and RF components
- Created the projects and items in EDMS based on the BOM of the accelerating structures, PETS and RF components by using Agile e6 program
- Created the manufacturing work flows of the accelerating structures, PETS and RF components in MTF
- Created “CLIC-RF” list in the e-groups for the EDMS “CLIC-RF” context.

Current:

- To prepare the technical specifications for the supply of accelerating structures, PETS and RF components
- EDH work (Electronic Document Handling System at CERN) form which is related to Shipping Request (Expedition & Arrival), Purchase Requisition (DAI), Departmental Request (DR), Material Request (Stores) and Inter Department Transfer (TID)
- To prepare:
 - packaging reports for every shipping request
 - the test reports for the accelerating structures, PETS and RF components which are under fabrication and testing
 - travelers for the accelerating structures, PETS and RF components
- To make the inventory of RF components and to update the RF component database.