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## Calibration Manager Resume

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### Job Objective

To enhance my skills and further my career by filling the position of Calibration Manager in well-established organization.

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### Highlights of Qualifications:

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- Experience in maintaining machinery and related equipments for calibration, perform regular audits on ISO documents
  - Exceptional knowledge of ISO 17025 Calibration
  - Deep knowledge of calibration and related hardware
  - Immense ability to maintain relationships with vendors and assisted in giving training
  - Huge ability to motivate various calibration technicians
  - Familiarity with calibration and repair of precision test equipment
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### Professional Experience:

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Calibration Manager  
TIC-MS, Inc., Atlanta, GA  
October 2008 – Present

- Performed work according to ISO/IEC 17025: 2005 regulations.
- Administered quality checks on calibrations carried by other technicians and ensured quality.
- Assisted in performing monthly and annual audits on various internal procedures.
- Maintained quality documents and performed verifications on same.
- Prepared technical presentations and provided marketing initiatives for various customers.
- Monitored customer complaints, analyzed data and ensured resolution of same.
- Evaluated all calibration records and ensured accuracy of all records.
- Ensured all work in according to environmental conditions.

Calibration Engineer  
Suburban Group, Atlanta, GA  
August 2003 – September 2008

- Developed various methods to improve policies and procedures for calibration department.
- Assisted in training various technicians to work effectively in calibration equipments.
- Maintained calibration data in both hard and soft copies and evaluated it for accuracy.
- Monitored all calibration activities performed by outside vendors.
- Planned routine inspection and calibration of all test equipments.
- Prepared status reports for all calibration of equipments and informed employees accordingly.

Calibration Technician  
ATR International, Inc., Atlanta, GA  
May 1998 – July 2003

- Planned tests and calibration of various instruments and equipments and scheduled same.
  - Installed laboratory equipments and performed tests and calibrated test equipments.
  - Inspected components on regular basis to identify any defects.
  - Managed reassembly of all calibrated equipments and instruments.
  - Ensured adherence to all safety rules and maintenance instructions.
  - Performed various mathematical functions and calculated profitability.
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### Education:

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Bachelor's Degree in Business Administration  
Curry College, Milton, MA

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