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## ISO Auditor Resume

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### Job Objective

Searching for work as an ISO Auditor with company seeking a hard working dependable employee.

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### Work Experience:

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ISO Auditor, August 2005 – Present  
Rapiscan Systems, Inc, Knoxville, TN

- Audited and maintained all controlled documents and forms.
- Ensured efficient and effective completion of all audit requirements.
- Provided recommendations for business process and internal control improvements.
- Escalated potentially significant risks and exposures.
- Developed management reports to communicate progress.
- Ensured compliance with applicable ISO laws and regulations.

ISO Auditor, May 2000 – July 2005  
Volt Services, Knoxville, TN

- Updated current and created new procedures in compliance with ISO.
  - Managed all related internal audit programs and issued corrective actions.
  - Executed follow-up assessments to ensure effective implementation.
  - Served as the designated Management Representative and liaison to 3rd party auditors.
  - Managed continuous improvements by managing audit schedules and auditors.
  - Conducted studies and surveys to obtain data for analysis to determine solutions or alternate methods of process.
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### Summary of Qualifications:

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- Substantial experience in expediting ISO auditing
  - Ability to gauge the degree of compliance of the system to ISO standards
  - Ability to analyze operational functions, processes and workflow
  - Ability to suggest corrections for manufacturing defects in the products
  - Proficient with Microsoft office tools – Excel and Word
  - Excellent interpersonal and communication skills
  - Strong organizational, time management, decision making and problem solving skills
  - Strong written and documentation skills
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### Education:

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Bachelor's Degree in Engineering, Cerritos College, Norwalk, CA

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