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## ISO Coordinator Resume

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### Job Objective

To obtain an ISO Coordinator position in a highly reputed organization.

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### Work Experience:

ISO Coordinator, May 2004 – Present  
Silicon, Forsyth, GA

- Defined quality standards and ensured all deliverables are of high quality and met client needs.
- Set up and documented workflow and procedures for all departments.
- Ensured proper report escalation and training arranged for the quality team.
- Supervised process and workflow, and ensured upholding of quality.
- Coordinated and conducted trainings for all members of the quality assurance team.
- Performed annual performance review for all process.

ISO Coordinator, March 2002 – April 2004  
Branz,inc., Forsyth, GA

- Developed and maintained improvement of Level I and Level II Quality System Elements.
  - Initiated process for corporate ISO 9001 certification.
  - Coordinated with the personnel in the relevant departments for development of detailed procedures.
  - Ensured proper documentation and maintenance of procedures, formats and job descriptions.
  - Coordinated with relevant personnel in product development.
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### Summary of Qualifications:

- Strong working experience in Quality Assurance and Quality Control
  - Exceptional knowledge of ISO 9001:2000 and other advanced quality system standards
  - Outstanding ability to maintain ISO Standards for manufacturing products
  - Good understanding of cGMPs (21 CFR Part 820) and ISO Standards
  - Remarkable ability to read, analyze, and interpret data, legal documents, and governmental regulations
  - Remarkable ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
  - Uncommon ability to work under time constraints and deadlines
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### Education:

Bachelor's Degrees in Engineering, Academy of Art University, California, CA

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