
ISO Management Representative Resume

Job Objective

Looking for the opportunity to put my skills and experience to work for your company by acquiring a position as ISO Management Representative.

Highlights of Qualifications:

- Remarkable experience in implementing, administering and internal auditing an ISO 9001 Quality Management Systems
 - Extensive experience in ISO 13485 and operational knowledge of manufacturing, quality assurance, project management and operations management
 - Huge knowledge of latest ISO 9001 standard
 - Superior multitasking, organizational, computer, communication and leadership skills
 - Familiarity with Excel, Word, and Access
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Professional Experience:

ISO Management Representative
Berry Plastics Corporation, Minneapolis MN
November 2006 – Present

- Coordinated about performance of quality management system to top management.
- Monitored quality management system and ensured it is compliant to current ISO 9001 requirement.
- Coordinated Business Evaluation Meetings and recorded meeting minutes.
- Assisted ISO Team Leaders and Internal Auditors and formulated reports on the status of quality management system.
- Managed cost efficient quality system improvements.

ISO Management Representative
Hybrid Design Associates, Inc., Minneapolis MN
February 2001 – October 2006

- Maintained all ISO required documentation.
 - Coached organization on ISO 9001 and Han-Tek, Inc. documented processes.
 - Conducted Internal Audits and scheduled management review meetings.
 - Evaluated Corrective Action and Preventive Action Reports.
 - Represented Han-Tek, Inc. for customer quality checks.
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Education:

Bachelor's Degree In Manufacturing Engineering
East Carolina University, Greenville, NC

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