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# QA ASSISTANT RESUME

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## Objective:

To obtain the position as QA Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Profound computer skills (Word, Lotus Notes, Excel, and SAP).
- Proven ability to work with minimal supervision on daily tasks.
- Exceptional ability to write and assist in creation of all types of quality documents.
- Exceptional ability to read and interpret quality documents such as SOPs, Work Instructions, Forms, Lists, etc.
- Excellent ability to compute rate, ratio, percent and to draw and interpret graphs.

## Work Experience:

QA Assistant  
Fiserv Inc, Boxboro, MA  
August 2005 to till date

- Performed basic inspection and quality inspections and processed transactions necessary for work situations.
- Ensured to improvise to solve work problems and maintain work schedules.
- Administered multi-tasking and computed data and contents of documents and generated required reports.

QA Assistant  
Roze Room Hospice, Boxboro, MA  
May 2000 to July 2005

- Utilized and operated material moving equipment and carts
- Managed to use inspection tools including hand tools and precision devices.
- Performed minor maintenance and coordinated with others.
- Administered testing and coordination of production to ensure the best quality.
- Demonstrated to assist other when assigned to work on special projects.

## Education:

Associate Degree in Business Science  
University of Florida, Gainesville, FL

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