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## QC Admin Resume

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### Job Objective

To obtain a QC Admin position where my years of experience and training can be used to benefit the company to help it grow and thrive.

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### Highlights of Qualifications:

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- Highly experienced in Quality Center administration, implementation and migration activities
  - Sound knowledge of various testing methods like performance testing
  - Commendable knowledge of Quality Center database and associated protocols
  - Familiarity with SQL queries, VB scripts, MS Word and MS Excel
  - Ability to prepare and present various QC-related reports and graphs, with accuracy
  - Ability to develop and maintained positive working relationships with various IT departments
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### Professional Experience:

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QC Admin  
CHA Consulting, Inc., Crescent Valley, NV  
August 2012 – Present

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### Responsibilities:

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- Administered, maintained, and integrated Quality Center with relevant software tools.
- Developed, implemented, and maintained all QC user accounts, roles and permissions.
- Created, reviewed, and executed procedures for QC upgrades, as needed.
- Prepared and provided accurate and timely QC dashboards and reports.
- Identified, reviewed, and resolved all QC-related issues, promptly and effectively.
- Interacted and liaised with the IT and business staff, in a positive manner.

QC Admin  
Randstad Technologies, Crescent Valley, NV  
May 2009 – July 2012

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### Responsibilities:

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- Installed, administered, and integrated Quality Center with appropriate applications.
  - Created and executed workflow code, PL/SQL stored procedures and VB Scripts.
  - Conducted and documented various performance, integration, and related system tests.
  - Detected and eliminated all QC issues faced by end users and clients.
  - Prepared and maintained standard metrics reports, dashboards and other related records.
  - Planned and conducted QC-related training programs for all users.
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### Education:

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Bachelor's Degree in Computer Science  
Wilkes University, Wilkes-Barre, PA

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