
Quality Assurance Administrator Resume

Job Objective

Seeking an opportunity to use my strong organizational skills, special training and past experience to secure a Quality Assurance Administrator position within a well established organization.

Highlights of Qualifications:

- Remarkable experience in Quality assurance
 - Huge knowledge of Project Management and Oracle EBS
 - Deep knowledge of applicable software to infer statistical data
 - Proficient with Quality Software – Trackwise, DCS
 - Amazing ability to manage independently
 - Outstanding ability to multitask and coordinate with clients
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Professional Experience:

Quality Assurance Administrator
Wyndham Worldwide, Lytton Springs, TX
November 2007 – Present

- Coordinated as Materials Review Board Administrator.
- Assured material disposition is completed.
- Conducted batch record review.
- Managed Change Management process.
- Imparted new and improved QA processes.
- Aided compilation of quality metrics.

Quality Assurance Administrator
SGS North America Inc., Lytton Springs, TX
December 2003 – October 2007

- Managed areas that may need improvement.
 - Scrutinized entire manufacturing process.
 - Evaluated current policies and improvised plans.
 - Assessed effectiveness of modifications made.
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Education:

Bachelor's Degree in Business Administration
Canisius College, Buffalo, NY

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