
QUALITY ASSURANCE ASSISTANT RESUME

Objective:

Seeking the Quality Assurance Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Excellent 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 the creation of all types of quality documents.
- Ability to read and interpret quality documents such as SOPs, Work Instructions, Forms, Lists
- Remarkable ability to compute rate, ratio, percent and to draw and interpret graphs.

Work Experience:

Quality Assurance Assistant

Aesculap, Boxboro, MA

August 2005 to till date

- Assisted in developing and implementing quality standards.
- Assisted in the operation and execution of the complaint system and the Quality Assurance Department initiatives.
- Assisted in the filing of complaint documentation.
- Ensured shipping of complaint product to OEM; and computed all complaint information in the applicable database.
- Assisted in in-stock inspections based on complaint reporting and other potential quality issues.
- Provided methods for auditing and reporting the effectiveness of the program.

Quality Assurance Assistant

Hella Electronics Corporaton, Boxboro, MA

May 2000 to July 2005

- Administered certification and maintenance of the HEC Quality system to assure compliance to specified standards.
- Provided guidance to Quality Engineers on quality tools and standard format for AQP and continuous quality improvements.
- Ensured document control of policies and procedures.
- Delegated the authority, responsibility and work to personnel capable of performing the tasks of the Quality Assurance Program. Stimulated and guided department personnel in self-development and toward quality mindedness.

Education:

Associate Degree in Business Science

Northeastern University, Boston, MA

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