
Quality Assurance Evaluator Resume

Job Objective

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

Highlights of Qualifications:

- Relevant experience of examination and assessment of quality assurance activities
 - Thorough knowledge of working with ISO 9000 Quality Management System
 - Exceptional knowledge of occupational safety and health practices, laws, risk assessment and evaluation techniques
 - Familiarity with operating online management system for managing records
 - Ability to use Microsoft Windows OS and MS Office software
 - Ability to interpret and write technical information in simple terms
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Professional Experience:

Quality Assurance Evaluator
BAE Systems Inc., Milledgeville, TN
August 2012 – Present

Responsibilities:

- Planned and implemented schedule for routine quality assurance inspection and surveillance activities.
- Scrutinized, evaluated and documented contractor services and performance.
- Evaluated and analyzed documents related to vendor contracts.
- Conducted random sampling for quality checks and responded to customer complaints related to product quality.
- Monitored and handled phone calls and mails on a routine basis, in an efficient manner.
- Completed and maintained Quality Assurance Evaluation files and records, accurately.

Quality Assurance Evaluator
Allstate Corporate, Milledgeville, TN
May 2009 – July 2012

Responsibilities:

- Performed surveillance and conducted quality audits of contractor's supplies and services.
 - Conducted on-site inspections and performed in-depth evaluation of contractor performance.
 - Checked and audited contractor's quality assurance and control programs and methods.
 - Documented and reported all incidents of defective work to appropriate contractor.
 - Responded to customer complaints and issued new work orders for resolution.
 - Developed and renewed business contracts with vendors for contracted services.
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Education:

Bachelor's Degree in Business
Kentucky State University, Frankfort, KY

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