
QUALITY ASSURANCE SPECIALIST RESUME

Summary:

A highly trained individual with exceptional experience in quality assurance enforcement, laws and procedures; has excellent time management skills; good leadership quality and ability to handle people under his supervision; excellent computer skills and strong organizational skills; ability to develop quality assurance programs for further improvements.

Professional Experience:

Senior Quality Assurance Specialist August 2004 – Present
Steel Pacific Corp., Dallas, TX

Responsibilities:

Performed quality assurance assignments with applications of standard procedures.
Prepared quality assurance reports and evaluated employees in their quality performances.
Assessed the quality of raw materials being delivered by the suppliers.
Corrected defective procedures as per inspection conducted.
Conducted maintenance checks regularly to ensure good condition in the process of production.

Quality Assurance Specialist June 1999 – May 2004
Marquinton Mfg. Inc. Dallas, TX

Responsibilities:

- Organized quality assurance procedures for proper documentations to be submitted to the supervisor.
- Coordinated all quality testing and evaluated all results with the supervisors.
- Assisted the supervisor in creating programs for trainees to maintain quality standards of the plant.
- Updated records and results with the production supervisors to facilitate any deficiencies in the quality of production.
- Documented all conducted tests on the production line.

Quality Assurance Specialist March 1995 – May 1999
Digicabinets Inc., Chicago, Illinois

Responsibilities:

Performed quality assurance assignments with applications of standard procedures.
Prepared quality assurance reports and evaluated employees in their quality performances.
Assessed the quality of raw materials being delivered by the suppliers.
Corrected defective procedures as per inspection conducted.
Conducted maintenance checks regularly to ensure good condition in the process of production.

Quality Assurance Specialist June 1999 – May 2004
Marquinton Mfg. Inc. Dallas, TX

Education:

Masters Degree in Business Management
University of Arizona, 1995
Bachelor of Science in Industrial Engineer
University of Arizona, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
- Knowledge in quality control and assurance
- Proficient in computer skills
- Excellent communication and written skills
- Proficient in MySQL, network management and application installations
- Efficient in verbal and written communications
- Effective organizational skills
- Analytical and personable

Associations/Organizations:

Licensed ECE Organization, Member

American Business Society, Member

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