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# QUALITY AUDITOR RESUME

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## Objective:

Qualified Quality Auditor seeking a position in which to put my analytic skills and experience to work for right company.

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## Highlights of Qualifications:

- Remarkable experience in process audits and knowledge of QA audit procedures, systems, and operations
  - Familiarity with FDA regulations and cGMP necessities
  - Sound ability to understand a range of instructions be it in written, oral, diagram or schedule form
  - Proficient in the use of Excel, Word, Power Point, and E-Mail
  - Outstanding ability to conduct root cause analysis
  - Superior written and oral communication and interpersonal skills
  - Strong project management skills
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## Professional Experience:

Quality Auditor, August 2005 – Present  
Scantibodies Laboratory, Inc., St Leo, MN

- Planned and conducted Quality audits, as lead or co-auditor.
- Identified, documented and distributed audit observations and issued audit reports.
- Reviewed& approved corrective action plans and tracked corrective action plans.
- Provided timely written reports of quality/regulatory compliance status.
- Performed Quality Audit training and provided training to guest level auditors.
- Developed and revised QA Audit SOPs, compliance tracking tools and audit worksheets to improve processes and procedures.

Quality Auditor, May 2000 – July 2005  
Firth Rixson Limited, St Leo, MN

- Conducted internal systems and process audits.
  - Created internal process procedures and documents.
  - Executed the preparation, distribution, tracking and filing of questionnaires to evaluate supplier quality systems for compliance.
  - Collaborated with cross functional departments to assure seamless communication.
  - Ensured to communicate company expectations and requirements to suppliers.
  - Ensured to update knowledge of current best practices in Supplier Quality management.
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## Education:

Bachelor's Degree in Health Sciences, Truett-McConnell College, Cleveland, GA

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