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# QUALITY CONTROL ASSISTANT RESUME

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## Objective:

To obtain a Quality Control Assistant position which will challenge me and help the organization continue to be successful.

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## Summary of Skills:

- Profound computer skills (Word, Lotus Notes, Excel, and SAP).
  - Ability to assist in creation of all types of quality documents.
  - Ability to read and interpret quality documents.
  - Ability to compute rate, ratio, percent and to draw and interpret graphs.
  - Ability to perform daily process quality checks using Performance Evaluations.
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## Work Experience:

Quality Control Assistant  
URS Corporation, Prattville, AL  
August 2005 to till date

- Performed location accuracy checks as required and prepared necessary reports and charts.
- Identified and made necessary changes to the inventory system.
- Performed physical count of assets, researched count discrepancies, and recommend changes as required.
- Performed shelf-life inspection of assets in storage and ensured necessary changes.
- Performed weight and measurement actions of assets in storage.
- Escorted and assisted customers during warehouse location visits.

Quality Control Assistant  
Ceres Environmental Services Inc, Prattville, AL  
May 2000 to July 2005

- Assisted the Quality Control Coordinator with tracking performance numbers.
  - Assisted EDSI administrative and financial staff on issues concerning billings and performance numbers.
  - Assisted Quality Control Coordinator with reviews of the client file folders.
  - Provided regular status reports and other requested data for the Site Manager.
  - Prepared regular status reports and other requested data for EDSI administrative and financial staff.
  - Participated in all technical quality related meetings.
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## Education:

Associate Degree in Management  
St. Louis University, St. Louis, MO

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