

---

# QUALITY CONTROL COORDINATOR RESUME

---

## Summary:

---

A highly trained individual who has over 10 years of experience in reporting regulated and tested machinery to ensure adherence and compliance to quality control measures; has the ability to assess quality production and performance; excellent time management skills; ability to handle production downtime and formulate strategies to improve performance; proficient in computer skills.

---

## Professional Experience:

---

Quality Control Coordinator January 2007 – Present  
Standard Technologies, New York

---

## Responsibilities:

---

Performed regular testing schedules on software and related programs to ensure quality specifications are met.  
Regulated modifications in quality procedures and prepared new programs.  
Monitored deliveries of suppliers to ensure units are of the highest quality and according to specifications indicated in the purchase order list.  
Evaluated working area for quality standards and issued necessary adjustments to the maintenance crew.  
Trained new quality control technicians and provided complete program to be followed.  
Assistant Quality Control Coordinator May 2004 – December 2006  
Standard Technologies, New York

---

## Responsibilities:

---

- Performed regular testing schedules on software and related programs to ensure quality specifications are met.
- Regulated modifications in quality procedures and prepared new programs.
- Monitored deliveries of suppliers to ensure units are of the highest quality and according to specifications indicated in the purchase order list.
- Evaluated working area for quality standards and issued necessary adjustments to the maintenance crew.
- Trained new quality control technicians and provided complete program to be followed.

Assistant Quality Control Coordinator May 2004 – December 2006  
Standard Technologies, New York

---

## Responsibilities:

---

- Performed regular testing schedules on software and related programs to ensure quality specifications are met.
- Regulated modifications in quality procedures and prepared new programs.
- Monitored deliveries of suppliers to ensure units are of the highest quality and according to specifications indicated in the purchase order list.
- Evaluated working area for quality standards and issued necessary adjustments to the maintenance crew.
- Trained new quality control technicians and provided complete program to be followed.

Assistant Quality Control Coordinator May 2004 – December 2006  
Standard Technologies, New York

---

## Education:

---

Masters Degree in Finance  
University of Arizona, 1995  
Bachelor of Science in Industrial Engineering  
University of Arizona, 1993

---

## Skills/Certifications:

---

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills
- Ability to formulate strategies
- Excellent interpersonal skills

---

## Associations/Organizations:

---

Industrial Engineering Society, Member  
Quality Management Association, Member

[Build your Resume Now](#)