



# OLIVIA SMITH

## Configuration Management Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Data Analysis And Reporting

10

Technical Documentation

9

Configuration Tracking

8

Risk Management

8

Project Management

10

Agile Methodologies

9

### 📌 INTERESTS

★ Surfing

🌐 Martial Arts

👤 Community Service

👥 Blogging

### 👊 STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

### 🗣 LANGUAGES



English



French



German

### 🏆 ACHIEVEMENTS

★ Streamlined configuration management processes, resulting in a 20% reduction in change request turnaround time.

★ Successfully led 15 Configuration Control Board meetings, improving cross-team communication and decision-making efficiency.

### 👤 PROFESSIONAL SUMMARY

Accomplished Configuration Management Specialist with 5 years of expertise in optimizing configuration processes and managing software changes. Demonstrated ability to ensure compliance with industry standards while collaborating with cross-functional teams to enhance operational effectiveness. Dedicated to driving data integrity and implementing best practices for continuous improvement.

### 💻 WORK EXPERIENCE

**Configuration Management Specialist** 📅 Mar / 2021-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Developed and maintained a robust database for configuration information, ensuring data accuracy and accessibility.
2. Managed the authorization, tracking, and implementation of design changes, ensuring compliance with established procedures.
3. Executed Engineering Change Notices and Orders to facilitate seamless updates to configurations.
4. Supported internal and external audits of the Configuration Management program, ensuring adherence to standards.
5. Led Configuration Control Board meetings, coordinating agendas, tracking action items, and documenting outcomes.
6. Interfaced effectively with Enterprise Resource Planning (ERP) systems to streamline configuration management processes.
7. Assisted in First Article Inspections and product release activities, ensuring timely delivery and compliance with client specifications.

**Configuration Management Specialist**

📅 Mar / 2020 - Mar / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Executed software installations and upgrades, enhancing system performance and user experience.
2. Conducted comprehensive system checkouts in test facilities, resolving identified issues efficiently.
3. Created and updated operating system checkout procedures to verify new functionalities prior to formal testing.
4. Collaborated with developers and system administrators to prepare operating systems for software package installations.
5. Served as backup for the Technical Lead in the Software Configuration Management group, ensuring continuity of operations.
6. Implemented Lean methodologies to improve configuration processes and reduce waste.