

SKILLS Data Analysis And Reporting

Technical Documentation

Configuration Tracking

Risk Management

Project Management

Agile Methodologies

INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS









LANGUAGES





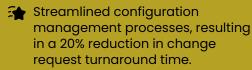


English

French

German

ACHIEVEMENTS



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

OLIVIA SMITH

Configuration Management Specialist

www.qwikresume.com

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.

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🕒 WORK EXPERIENCE

Configuration Management Specialist # Mar / 2021-Ongoing

耳 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

Thicago, 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.