

Objective

To secure a management career opportunity, where I can fully utilize my training, mentoring, and leadership skills, to make a significant contribution to the success of my employer.

Skills

Quality Assurance; Quality Management; Audits, GMP, GCP, Regulatory.

Work Experience

QA Coordinator

ABC Corporation - August 2008 – March 2009

- Provided guidance to the admission staff for placement of new Residents who arrived with certain infections.
- Reported and monitored outbreaks, and providing education to staff for control and prevention of outbreaks.
- Conducted annual hand washing in-services and staff were evaluated on performance.
- Provided education to staff to improve care to avoid incidents in the future.
- Made weekly wound rounds, maintained a log of residents with wounds, obtained orders for wound treatment, provided education to staff for wound treatment and supplies.
- Participated in the Safety Committee.
- Utilized Microsoft Excel to manage most logs that were maintained.

QA Coordinator

Delta Corporation - 2006 – 2008

- Record, monitor, and score calls for associates Provide feedback on calls, and commonly missed errors Provide each associate a weekly evaluation that .
- Duties consisted of Quality Assurance Audits on fellow inspectors -- Investigations into Quality hindering issues.
- Excellence Award for customer service from key customer.
- Received and process all return products and followed through until shipment to customer.
- Data entry and billing.
- Back up for company switchboard and assisted sales/accounting to achieve monthly goals.
- Responsible for quality control, quality assurance, and local regulatory affairs activities Work with the Clinical Trials Manager, Clinical Trials .

Education

Associate Of Science