



# EVELYN WHITE

## Quality Administrator

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

🌐 www.qwikresume.com

### SKILLS



### INTERESTS

★ Surfing 🌐 Martial Arts

🏠 Community Service 🧑‍🎤 Blogging

### STRENGTHS

🕒 Patience 🏔 Perseverance

📅 Planning ⚙ Positivity

### LANGUAGES



### ACHIEVEMENTS

- ★ Achieved a 15% reduction in non-conformances through systematic auditing and corrective actions.
- ★ Developed a quality metrics dashboard that improved reporting accuracy by 20%.

### PROFESSIONAL SUMMARY

Quality Administrator with 2 years of experience specializing in quality control and compliance management. Proven ability to analyze data, conduct thorough audits, and implement effective corrective actions to achieve industry standards. Strong communicator and collaborator, dedicated to driving continuous quality improvement and enhancing operational effectiveness.

### WORK EXPERIENCE

#### Quality Administrator

📅 Jun / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

- Managed incoming communications and documentation for the Quality department, ensuring professional and timely responses.
- Collaborated with cross-functional teams to maintain and improve project data files related to quality standards.
- Processed purchase requisitions and material orders while ensuring budget compliance and accurate invoice reconciliation.
- Monitored office supplies and implemented 5S principles to enhance workplace organization.
- Assisted in internal audits and tracked corrective actions to ensure compliance with ISO 9001 standards.
- Analyzed quality metrics for non-conformances and cost of poor quality, reporting findings to management.
- Developed and maintained quality documentation systems to enhance data accessibility and compliance.

#### Quality Administrator

📅 Jun / 2023-Jun / 2024

Lakeside Apparel Co

📍 Chicago, IL

- Maintained comprehensive quality data records, facilitating effective analysis and reporting.
- Created and distributed quality reports, ensuring accurate documentation of quality issues.
- Documented and archived procedures for company manuals, improving accessibility and compliance.
- Conducted internal audits and managed documentation control to uphold quality assurance standards.
- Collaborated with stakeholders to resolve customer and supplier quality issues through effective communication.
- Led initiatives to foster a culture of quality and continuous improvement across departments.

### EDUCATION

#### Bachelor of Science in Quality Management

📅 Jun / 2022 - Jun / 2023

University of Quality Assurance

📍 Denver, CO

Focused on quality control principles, process improvement strategies, and compliance management.