



EVELYN WHITE

Quality Assurance Clerk

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Quality Assurance Clerk with two years of experience in implementing quality control measures and conducting detailed inspections. Strong collaborator, adept at ensuring compliance with industry standards and enhancing operational processes. Eager to contribute to quality improvement initiatives that elevate customer satisfaction and streamline workflows.

WORK EXPERIENCE

Quality Assurance Clerk
Pineapple Enterprises
Mar / 2024-Ongoing
Santa Monica, CA

- Coordinated office services to support quality assurance operations.
- Managed documentation for personnel, budget preparation, and special projects.
- Designed and implemented Excel spreadsheets for tracking product testing sequences.
- Evaluated management methods to enhance workflow and reduce costs.
- Analyzed office layout and resource requirements to optimize performance.
- Provided training to team members on quality assurance best practices.
- Conducted quality inspections, reducing defects by 15% through rigorous testing protocols.

Quality Assurance Clerk
Crescent Moon Design
Mar / 2023-Mar / 2024
Portland, OR

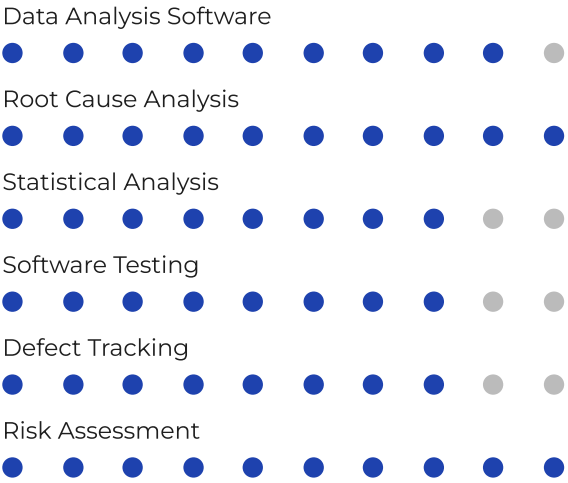
- Performed audits of Batch Records and Logbooks to ensure cGMP compliance.
- Managed the scanning and filing of completed Master Batch Records.
- Organized Employee Training forms for efficient access and compliance.
- Assisted the Validation Department with data organization and reporting.
- Supported Quality Assurance Specialists with Master Batch Record management.
- Served as clerical support for the FDA Compliance Officer.

EDUCATION

Associate of Science in Quality Assurance
Tech University
Mar / 2022 - Mar / 2023
Chicago, IL

Focused on quality control methodologies and compliance standards.

SKILLS



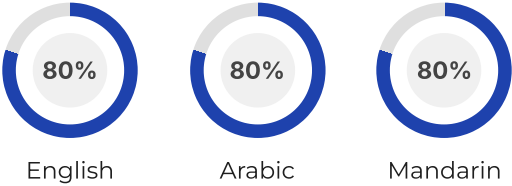
INTERESTS

- Podcasts
Language Learning
Dancing
Cycling

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Successfully reduced audit discrepancies by 15% through meticulous record-keeping.
- Contributed to a 10% increase in compliance adherence by implementing new quality protocols.