

ROBERT SMITH

Quality Assurance Editor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Quality Assurance Editor with 3 years of experience in Confirming that all text meets radio timing requirements and web/social media character limitations. Communicating effectively with the writers and designers and other team members to ensure that copy, design, etc., meets all brand and organization guidelines. Assertively making suggestions and edits on copy and layouts as necessary.

CORE COMPETENCIES

Managing, Team Work.

PROFESSIONAL EXPERIENCE

Quality Assurance Editor

ABC Corporation - September 2011 – March 2011

Key Deliverables:

- Gathered, reviewed, and analyzed pertinent company and external resources needed to produce high quality document templates and standards.
- Reviewed current/new regulatory guidelines, publications, and industry initiatives/organization document guidelines to ensure templates meet current Agency expectations.
- Led the review and approval of new or updated guides and templates, gaining input from stakeholder groups.
- Facilitated the adherence to Medical Writing guidelines, standards, review tools, timings, and other processes through interactions with other department and with outsourcing partners.
- Proactively determined the needed creation of new or changes to existing guidelines, standards, templates, process documents, and trackers.
- Maintained a governance structure that includes operational oversight of Medical Writing outsourcing partners (CRO, vendor, alliance partner, client) so that guidelines, operational principles, and associated tools are in place.
- Developed an escalation pathway to ensure a successful relationship whether for one document or an entire development program.

Quality Assurance Editor

Delta Corporation - 2006 – 2011

Key Deliverables:

- Formatted course material and PowerPoint presentations according to VA requirements and formal English usage and clarity.
- Created style sheet for Veterans Administration reference, outlining style and tone to be used in course material and presentations Skills Used .
- SharePoint, PowerPoint, Microsoft Office, Excel and Office 365.

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Quality Assurance Editor

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- Responsible for verifying sales and advertising contracts adhere to FCC advertising copy standards and graphics specifications.
- Proofread various transcription files for grammar, spelling, clarity, and overall quality.
- Involved validating mystery shopper receipts, researching businesses, and coaching mystery shoppers on how they can improve their reports; usually in.
- Responsible for verifying sales and advertising contracts adhere to FCC advertising copy standards and graphics specifications.

EDUCATION

Business Communications

