



BENJAMIN LEE

Quality Assurance Supervisor

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PROFESSIONAL SUMMARY

Accomplished Quality Assurance Supervisor with a decade of expertise in leading quality control operations and ensuring regulatory compliance. Skilled in team leadership, process enhancement, and fostering a quality-driven culture. Passionate about continuous improvement and adept at developing strategic quality management initiatives that align with organizational objectives.

WORK EXPERIENCE

Quality Assurance Supervisor
WidgetWorks Inc. Mar / 2018-Ongoing
Denver, CO

- 1. Supervised and guided a team of quality assurance personnel, ensuring adherence to SOPs and cGMPs.
- 2. Coordinated employee schedules and delegated additional responsibilities to optimize workflow.
- 3. Authored detailed investigation summaries and updated production documentation to maintain compliance.
- 4. Conducted comprehensive training sessions, collaborating with production leaders to address operational challenges.
- 5. Reviewed and verified production and packaging documentation prior to release.
- 6. Approved production batches using the LIMS system, ensuring quality standards were met.
- 7. Analyzed and standardized operational procedures to enhance team efficiency and output.

Quality Assurance Supervisor
Crescent Moon Design Mar / 2015-Mar / 2018
Portland, OR

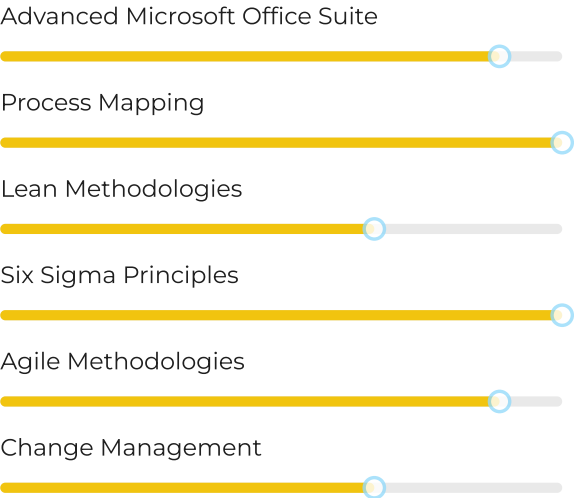
- 1. Enforced FDA regulations and internal SOPs to maintain quality standards.
- 2. Performed inspections of products and processes at the production facility to ensure compliance.
- 3. Conducted testing of compounds and products prior to release for production to fulfill orders.
- 4. Supervised a team of QA/QC professionals, providing training and guidance for process improvements.
- 5. Promoted from Quality Control to Supervisor within 90 days, demonstrating rapid skill acquisition.
- 6. Implemented process changes that significantly reduced customer complaints and boosted production levels.

EDUCATION

Bachelor of Science in Quality Assurance
University of Quality Management Mar / 2012-Mar / 2015
Chicago, IL

Completed coursework focused on quality control, regulatory compliance, and process improvement.

SKILLS



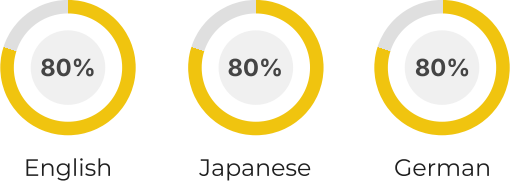
INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Reduced product defects by 30% through improved training and process adjustments.
- Successfully led a team that achieved 100% compliance during FDA audits.