

Quality Auditor Inspector

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

An experienced Production Supervisor with demonstrated organizational skills. I have strong communication, and project management skills. The strategic planning and people-management skills were demonstrated by increasing throughput, decreasing downtime, changeover times, and lowering waste.

Skills

Cooking, fast worker, computer.

Work Experience

Quality Auditor Inspector

ABC Corporation - 2001 - 2007

- Perform five safety, and quality audits per shift.
- Gather samples, and communicate non-conformance, then direct necessary adjustments.
- Investigate quality issues, focusing on quarantining questionable product in the Inspection area.
- Complete documentation, and use available staff to expedite the inspection process.
- Produce all labeling for new, and current runs, for all equipment.
- Monitor, and investigate run totals for accuracy and completion.
- Ensure that all finished goods were properly scanned into the Folding Department, and Shipping Department systems.

Quality Auditor

ABC Corporation - 1999 - 2001

- Monitor recovery, vendors, bankruptcy, litigation, escalation, outreach events, single point of contact, customer relationship manager, foreclosure, and front/back end collection associates to ensure are following the guidelines of policy and procedures have been meet with all documents and agreements.
- Review all the new guidelines with the line of business, all procedures are up to date, and interacting with team managers to ensure the following roles of the associates are up to date as to avoid reputation risk to the company.
- Training the associates how to interact with the customers, where to pull the links/ procedures for the following roles, and providing positive and negative feedback on what works and what should not be done for the current roles of the following associates.
- Floor walker Acting as a following team manager as to help the collections associate obtain the commitments, referring clients for assistance, and ensure the associates on how to obtain the following guidelines for the daily roles.
- Obtain huddles/meetings escalation calls and follow up calls to ensure everything has meant to company standards and customer satisfaction.
- Mortgage collections associates Obtaining commitments, referring loans for assistance, processing payments, and provide debt counseling.

- Sitting with investors/auditors explaining the current roles and guidelines on the delinquent accounts and procedures on daily accounts..

Education

- 1980(Abraham Lincoln High School)