

# JACKSON TURNER

## Assistant Quality Control Administrator

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

### PROFESSIONAL SUMMARY

Results-driven Assistant Quality Control Administrator with 5 years of experience in quality assurance and compliance management. Expertise in developing quality control protocols and conducting thorough inspections to ensure adherence to industry standards. Committed to implementing continuous improvement strategies that enhance operational efficiency and product quality.

### WORK EXPERIENCE

#### Assistant Quality Control Administrator

📅 Mar / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

- Utilized quality control methodologies to enhance product reliability and compliance with industry standards.
- Analyzed production data and developed actionable insights to improve operational efficiency.
- Collaborated with the Quality Manager to address quality issues and implement corrective actions.
- Designed and maintained databases for quality metrics, facilitating timely reporting.
- Participated in the Continuous Improvement Team, focusing on root cause analysis and process optimization.
- Supported ISO compliance initiatives by ensuring adherence to quality standards and regulatory requirements.
- Trained staff on quality control procedures, promoting a culture of quality across the organization.

#### Quality Control Administrator

📅 Mar / 2020-Mar / 2021

Lakeside Apparel Co

📍 Chicago, IL

- Conducted thorough inspections of products to ensure compliance with internal quality standards.
- Managed documentation and reporting processes to support ISO 9001 compliance.
- Assisted in training new employees on quality control protocols and documentation practices.
- Facilitated communication between departments to enhance quality assurance practices.
- Implemented corrective actions for identified quality issues, reducing recurrence rates.
- Developed and maintained quality checklists and guidelines for various production processes.

### EDUCATION

#### Bachelor of Science in Quality Assurance

📅 Mar / 2019-Mar / 2020

Quality University

📍 Phoenix, AZ

Focused on quality management principles, statistical analysis, and process improvement methodologies.

### SKILLS

Benchmarking

Internal Audits

Preventive Actions

Performance Metrics

### ACHIEVEMENTS

- 🌟 Reduced defect rates by 15% through enhanced inspection protocols.
- 🌟 Implemented a new quality management system that improved compliance with ISO standards, leading to a 20% increase in audit scores.
- 🌟 Developed training programs that increased team efficiency in quality checks by 30%.