

EMMA JOHNSON

Quality Control Assistant

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PROFESSIONAL SUMMARY

Quality Control Assistant with 5 years of experience in ensuring product quality and compliance in dynamic environments. Expertise in conducting thorough inspections, maintaining precise documentation, and collaborating effectively with teams to enhance quality processes. Committed to continuous improvement and upholding high standards in quality assurance.

WORK EXPERIENCE

Quality Control Assistant/Associate

Maple Leaf Consulting

📅 Jan / 2021-Ongoing

📍 Toronto, ON

1. Assembled and operated packaging machines while ensuring adherence to quality standards.
2. Collected and analyzed seed samples for testing, utilizing Excel for data management.
3. Cross-trained in various warehouse functions to enhance operational flexibility.
4. Supported quality control and product development teams with inspections and documentation.
5. Conducted inspections and tests on products to identify defects and ensure compliance.
6. Monitored production operations and equipment, ensuring specifications are met.
7. Ensured packaging processes maintained optimal speed and quality.

Quality Control Assistant

Cactus Creek Solutions

📅 Jan / 2020-Jan / 2021

📍 Phoenix, AZ

1. Managed incoming material inspections and final batch record reviews to ensure quality compliance.
2. Ensured calibration of testing instruments annually to maintain accuracy.
3. Generated certificates and performed special testing as required for customer specifications.
4. Maintained inventory of all inks used in production to ensure supply consistency.
5. Assisted quality manager with various tasks and responsibilities as needed.

EDUCATION

Associate of Science in Quality Assurance

Springfield Technical Community College

📅 Jan / 2019-Jan / 2020

📍 Santa Monica, CA

Focused on quality control methods and regulatory compliance.

SKILLS

Quality Inspection
Techniques



Data Analysis and Reporting



Attention to Detail



Lean Methodology



ACHIEVEMENTS

- 🌟 Improved inspection accuracy by 25% through refined testing protocols.
- 🌟 Reduced product defects by 15% by implementing a new quality assurance program.
- 🌟 Streamlined documentation processes, decreasing review time by 20%.