



MASON WILSON

Junior Quality Systems Specialist

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SKILLS



INTERESTS

DIY Projects Crafting
Meditation History

STRENGTHS

Humility Innovation
Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Streamlined quality reporting processes, reducing data entry errors by 30%.
- Led a cross-functional team to successfully pass a major regulatory inspection with zero findings.

PROFESSIONAL SUMMARY

Quality Systems Specialist with 5 years of experience in enhancing compliance and optimizing quality management processes. Demonstrated expertise in conducting audits, analyzing quality metrics, and implementing corrective actions to support continuous improvement. Passionate about leveraging analytical skills to foster a culture of excellence and ensure adherence to regulatory standards.

WORK EXPERIENCE

Junior Quality Systems Specialist Mar / 2021-Ongoing
Quantum Solutions LLC Phoenix, AZ

- Assisted in the preparation of records for regulatory inspections, ensuring compliance with all documentation requirements.
- Participated in establishing compliance through clerical support and quality system activities.
- Maintained a comprehensive tracking system for quality reports, forms, and records, improving accessibility and accuracy.
- Evaluated deviation error codes and categorized investigations for effective resolution.
- Compiled statistical data for Quality Assurance Management meetings to drive informed decision-making.
- Ensured the accuracy of Federal and State licenses, accreditations, and registration files.
- Managed the Document Control system to maintain updated Quality System procedures.

Quality Systems Specialist Mar / 2020-Mar / 2021
Crescent Moon Design Portland, OR

- Conducted quality assurance evaluations for propulsion work packages, ensuring compliance with operational standards.
- Acted as a Subject Matter Expert to enhance Production and Process Controls at Phillips Plastic Corporation.
- Documented tribal knowledge to develop Standard Operating Procedures (SOPs) and templates for operational efficiency.
- Managed the Site Change Management Program, ensuring all change requests followed established procedures.
- Developed post-market complaint handling processes, including procedures and training for medical device compliance.
- Led the implementation of the organization's first electronic complaint database, improving complaint tracking efficiency.

EDUCATION

Bachelor of Science in Quality Assurance Mar / 2019-Mar / 2020
University of Quality Management Portland, OR
Focused on quality systems, regulatory compliance, and process improvement.