

Robert Smith

Quality Systems Specialist

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SUMMARY

As a Quality Systems Specialist, Responsible for reviewing quality data records and serialization processes to ensure accuracy according to Boeing standards and procedures.

SKILLS

Microsoft Office, Training & Development, Organizational Development, Written Communication, Instructor, Typing, Communications.

WORK EXPERIENCE

Quality Systems Specialist

ABC Corporation - June 2007 - 2008

- Assisted in review of proposals, contracts, regulatory, program and customer requirements to prepare quality assurance plans and tests for hardware and software products, processes and services.
- Maintained Quality directives, policies, processes, procedures and metrics to assure program, contract, customer, regulatory requirements, international standards and working agreements are deployed using established procedures.
- Collected and verified data to support the identification of root cause routine problems.
- Provided ideas and concepts for corrective action development.
- Supported quality source selection and process reviews of suppliers ability to meet program quality requirements.
- Assisted with hardware, software and system level audits to determine compliance with quality management system standards, configuration assurance, related business, regulatory and customer requirements.
- Documented audit results in standard formats.

Quality Systems Specialist

Delta Corporation - 2006 - 2007

- Developed and maintained Quality Systems to ensure that all operations are fully in compliance with cGMP (Current Good Manufacturing Practice).
- Coordinated and documented quality related activities such as Change Control, Deviation Management and CAPA (Corrective Action and Preventive Action),.
- Participated in problem solving/quality improvement activities, participated in and organized GMP and ISO [] internal and external audits.
- Performed root cause analysis and CAPA generation for the disposition investigations and deviations.
- Responsible for the overall operation of the quality operating system for the facility, including internal quality system audits, formal corrective .
- Maintain Business Management System through regular internal audits, safety and equipment inspection and maintenance of all business system .
- Administrator of corrective and preventive action system handling internal and external customer complaints and customer feedback issues.

EDUCATION

High School Diploma