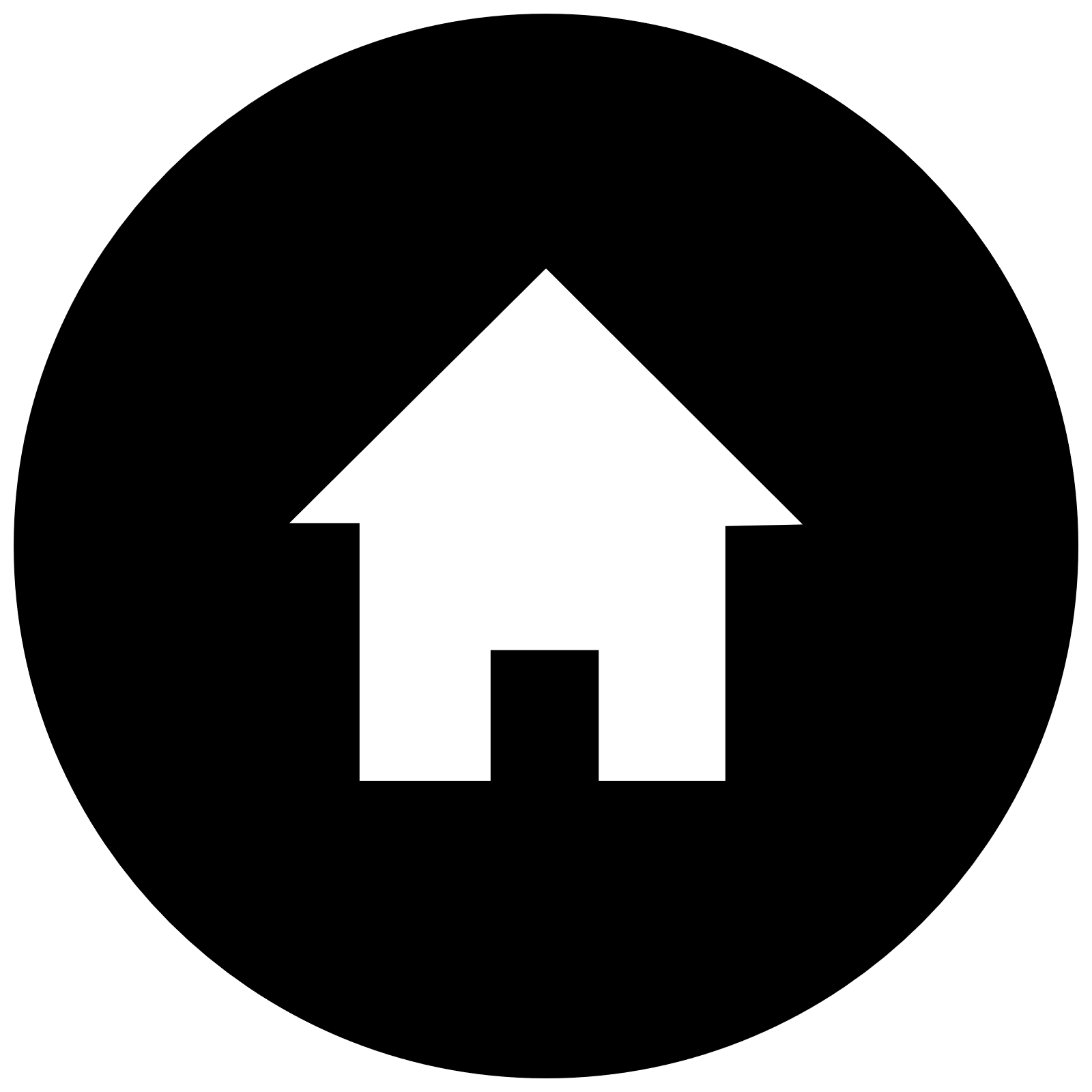
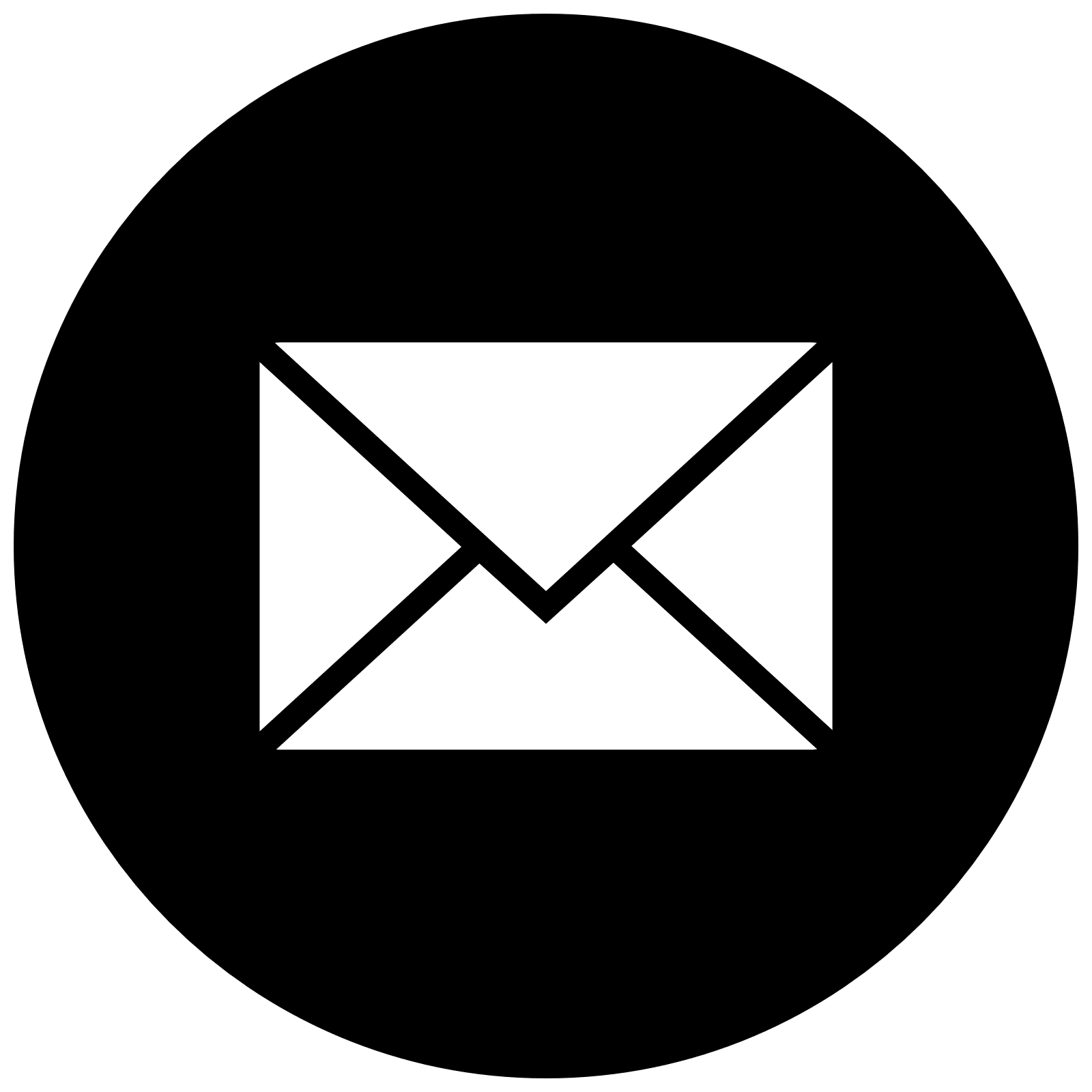
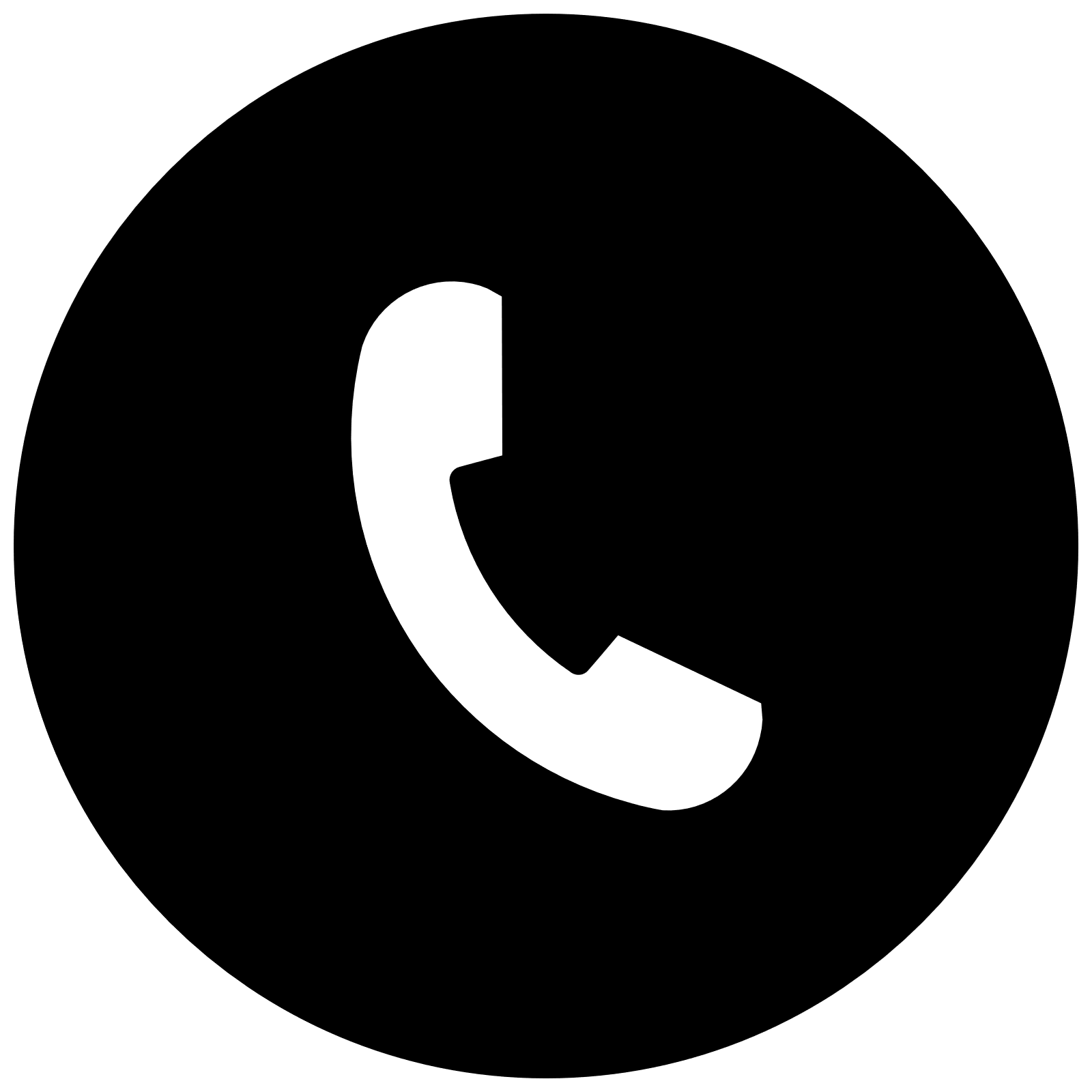
CHERITH CONDRA

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PROJECT COORDINATOR

# Work Experience

### **Project Coordinator / Label Engineer**

### Fuji Seal, Jeffersonville, IN | 2023- Present

* **Generated over $25M in new revenue** by increasing successful bid wins by 30% within 9 months — leading to the department’s first positive Gross Profit in a decade.
* **Boosted sustainability efforts by 50%,** aligning operations with modern environmental standards and corporate goals.
* Led cross-functional coordination for new customer trials, **achieving 90% customer satisfaction**.
* Streamlined product development by sourcing alternative label materials and crafting RFQs aligned with both customer needs and supplier capabilities.

### **Quality Technician Team Lead**

### Fuji Seal, Jeffersonville, IN | 2016- 2023

* Collaborated with production to streamline policies, procedures, and forms; supported internal audits and assisted in both mock and live product recalls.
* Led **GMP, HACCP, and safety training**, developed software-based testing methods, and evaluated product test data for performance and improvement insights.
* Authored "**The Quality Defect Book and Assessment Test**" to enhance training efficiency and support veteran employee knowledge retention.

### **Machine Operator / Quality Control**

### Key Electronics, Jeffersonville, IN | 2009- 2016

* Programmed and troubleshot flux and solder G-code using Mach3 software; escalated unresolved equipment issues via control plans to management and engineering.
* Trained employees, customers, and auditors on Selective Solder and AOI machine operations, improving process understanding and audit readiness.
* Assembled and soldered PCBs per Manufacturing Instructions and BOMs, ensuring full compliance with **IPC-610 and J-standards**.

# Education

Audio Engineering Certificate

Visible School / Crichton College

High School Diploma

Cherokee High School

# Skills

* IT Security Awareness
* Teamwork
* Critical thinking
* Time management
* Leadership
* Adaptability

# Professional Development

Leadership 101

Key Electronics, Location

2013

Green Belt/ Yellow Belt

Key Electronics, 2014

# Achievements

110% Award

Fuji Seal, 2023

**Ichiban**

Fuji Seal, 2018

**110% Award**

Brunswick, 2008

110% Award

Brunswick, 2006

# Professional Overview

Meticulous professional transitioning into IT security, with 9+ years in Quality Assurance and 11 years in Customer Service. Known for strong compliance, documentation, and training skills. Currently pursuing CompTIA and Security+ certifications, with direct KnowBe4 training, basic HTML, and growing experience in automation tools and AI Builder. Quick to learn, process-driven, and committed to supporting secure, efficient operations.