

# Robert Smith

## Lead Quality Control Assistant

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### SUMMARY

Seeking the position of an Accounting Supervisor with Imperial Valley Respite, Inc. where can utilize administrative and management skills and ensure smooth operation of the office functions.

### SKILLS

QA Analyst, Manufacturing.

### WORK EXPERIENCE

#### Lead Quality Control Assistant

ABC Corporation - July 2012 – January 2014

- Retrieved and perform required tests for quality and integrity on product samples.
- Developed deep understanding of regulatory requirements concerning quality, reporting standards, emergency notifications, permit renewal and inspections.
- Conduct quality control tests and directed test procedures.
- Order chemicals for analysis and prepared reagents for analysis.
- Produce accurate logs to support inventory control.
- Collect and enter numerical data into database in a timely and accurate manner.
- Produce monthly and quarterly reports using advanced Excel spreadsheet and Word function; with accuracy of records and logs.

#### Quality Control Assistant

ABC Corporation - 2008 – 2012

- Prepared certification packets with proper documentations/ records.
- Maintained filing system for all certified packets.
- Performed quality tests on specific parts.
- Input information in multiple data bases to close out purchase orders.
- Checked finished products against standards.
- Reported results on written forms. Assisted Quality Control inspectors, inspecting parts..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

MBA in Business Administration - (University of Phoenix - El Centro, CA)