

# NEIL HALL

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## PROFESSIONAL SUMMARY

Meticulous Quality Control Coordinator having strong background in laboratory techniques, computer software applications and shipping and receiving. Broad industry experience includes cement manufacturing, auto parts shipping and information technology research.

## SKILLS

- Analytical laboratory techniques
- Product testing
- Calibration, troubleshooting and repair
- Job planning
- Team liaison
- Self-motivated
- Defensive driving
- Shipping and inventory management
- Google pages, Trello
- Sequel Pro, Redmine
- Digital ergonomics
- Managements systems
- Microsoft office suite
- Data management and analysis

## WORK HISTORY

### Shipping Agent | Prodigy Parts Corporation

07/2016 - 05/2018

- Adhered to health and safety procedures and practiced safe driving.
- Drove to various warehouse, collected auto parts, verified them against the product item number.
- Checked product integrity and ensured proper storage.
- Fulfilled invoices using scanners, digital ergonomics.
- Verified invoice data integrity and accuracy with Trello and Sequel Pro.
- Incorporated digital ergonomics and Trello board notes to create packing slides with correct client address and order number.
- Determined best shipping methods.
- Used bubble wraps, straps and high-tension tapes to pack orders to prevent damages during shipping.
- Created shipping labels and confirmed that invoice contained customer's correct email.
- Used Google sheets and Redmine applications to record tracking information and maintain inventory.
- Boost customer satisfaction through close work with team members, clients and management.

### Laboratory Quality Control Coordinator | Caribbean Cement Company - Kingston, Jamaica

08/2002 - 12/2015

- Setup and conducted chemical experiments utilizing various analytical techniques.
- Conducted product sampling and analysis and ensure continued quality control and process optimization.
- Recorded non-conformances and proposed solution(s) to relevant team members and functional leads.
- Compiled, interpreted and presented data using appropriate graphs, tables and or written reports.
- Worked with company document specialist to create and update records.
- Created and maintained company records such as spreadsheets and performance tracking database.
- Maintained equipment calibration and performed diagnostic checks on laboratory equipment.
- Provided leadership and technical support to team members, troubleshoot and correct system failures.
- Participated in management systems audits (ISO 9001, OHSAS 18001, ISO 14001 and ISO 17025).
- Lead and participated in root cause analyses and resulting corrective actions processes.
- Delivered technical advice and provided leadership to students in training through hands on tutorials.
- Provided training to junior team members on good quality and safety practices, policies and procedures.

- Collaborated with the health, safety and environment department to promote health and safety initiatives and focus as per company objectives.
- Conducted job hazard analyses, environmental assessments and assisted with safety measures implementation.
- Maintained quality control, quality assurance and upheld customer satisfaction objectives.

Teaching Assistant | Howard University - Washington, DC

06/1998 - 12/2002

- Tutored students individually and in small groups.
- Graded assignments, created new accounts, installed software and configured workstations.
- Trained students in areas such as computer programming and software life cycle.
- Designed and implemented fault tolerance systems.
- Worked on projects to develop and evaluate software applications in collaboration with Air Force Future Aerospace Science and Technology (HUFASST) team.

Quality Control Technician | Caribbean Cement Company Limited Kingston

06/1993 - 12/1997

- Collected, prepared and analysed field samples.
- Read and followed standard operating procedures for physical and chemical tests.
- Ensured products conformed to ASTM standards as well as internal quality targets.
- Maintained peak equipment performance through calibration checks.
- Maintained necessary level of communications between shifts.

## EDUCATION

Howard University - USA

2000

Master of Science Computer Science (Systems and computer Sciences),

University of the West Indies - Jamaica

1995

Bachelor of Science Chemistry and Biochemistry,