

CINDI PUCKETT

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Resourceful, dependable professional with experience in process improvement, and project management. Skilled at analyzing and implementing procedures and systems that optimize processes, quality, and results. Proven success in creating environments that meet standards in a quality management system with strong people skills.

Areas of Expertise:

Continuous Improvement - Presentation - Procedural Auditing and Improvement - Customer Service - Project Management - Scheduling - Training

Computer Skills

Excel - MS Word – Outlook – Access - Power Point – Adobe – Visio - Profit 21 – FTP – PDM – Internet - Sharepoint
Some experience with MS Project

Acknowledgments

Steve Schwasnick, Vice President Western Integrated Technologies.

Great work on Siemens. Thanks for your part in landing this business.

Tim Boose, Quality Manager Western Integrated Technologies

Your hard work, patience and diligence has paid off after almost 2 years WIT is now ready to take the next steps towards ISO certification. Your efforts are truly appreciated towards this goal. Good job and thank you.

Work History

Western Integrated Technologies Portland Branch 2008 – present

ISO 9001 Management Representative

- Adherence of QMS (Quality Management System)
- Implementation of ISO 9001
- Process development
- Training
- Internal and Supplier auditing

Engineering Coordinator

- Scheduling and Milestone reporting
- Documentation generation
- Customer service & Customer specifications
- Material traceability & Welding documentation

Douglas County Title Company 2005 -2007

Marketing Representative,

- Develop and execute strategic marketing plans
- Market research & training
- Media presentations for television, radio, newspapers and company website
- Organize company events

- Coordinate yearly charity event Toys for Tots and local food drive
- 2007 Affiliate Chair for Douglas County board of Realtors
- Education committee member

Education

2010 Certificate of completion ISO 9001:2008 Internal Auditor Training, *ETI Group*

2004 Associate of Applied Science, *Pioneer Pacific College, Springfield Oregon*

1990 High School Diploma, *Riddle High School, Riddle Oregon*