Elizabeth Matijas
Project Manager/Technical Writer at Computer Sciences Corporation

Auburn, NY - Email me on Indeed: indeed.com/r/Elizabeth-Matijas/0f1391b6cffe57f2

Project Management, Technical writing, New Product launch support, Configuration Management, Engineering Changes, Corrective Actions and Process Improvements. Experienced in conducting training to all levels of an organization. Software experience in SAP, Product Lifecycle Management (PLM), Microsoft Office (Word, Excel, PowerPoint, Visio flowcharting) and International Material Data System (IMDS).

WORK EXPERIENCE

Project Manager
Computer Sciences Corporation - Syracuse, NY - April 2010 to Present

Acting Project Manager for Server Refresh
Define project tasks and resource requirements
Implement and manage changes to achieve project outputs
Researched and formatted technical data for the 3-Tier Web Hosting Playbook and Security Document
Write, organize and compile new business proposal and standard work documents for CSC
Support CSC achievement of ACE Gold Status

Document Control Lead
Marquardt Switches, Inc - Cazenovia, NY - 2007 to 2009

Acting change manager for product launches
Create and implement engineering changes in both SAP and PLM systems
Create material master and change control in SAP
Developed nomenclature and presented internal training

Quality Systems Engineer
Niles America Michigan - Novi, MI - 2005 to 2007

Achieved TS16949 certification for sales, engineering and test support for the Niles North America Facilities
Engineering support for two manufacturing facilities

Quality Systems Engineer
ADCO Circuits - Rochester Hills, MI - 2004 to 2005

Upgrade to TS16949 certification from ISO 9001:2000
Provided customer support for quality issues
Implemented process improvements (Kaizen events)

SKILLS

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ADDITIONAL INFORMATION

Methodologies: ISO […] […] Kaizen, Corrective Actions
Operating Environments
Software Packages: Microsoft Office, SAP, PLM, IMDS
Special Technologies