1. Documented and executed detailed test plans and test cases and summarized and logged audit findings for reporting purposes.
2. Determined root cause of deviations and non-conforming results and implemented appropriate corrective and preventive actions throughout product development process.
3. Identified and resolved variances to bring products in line with requirements.
4. Reviewed and validated quality requirements for manufacturing planning, supplier purchase orders and engineering specifications to meet contract compliance regulations.
5. Developed and audited practices, programs and reporting system metrics for optimal efficiency.
6. Conducted data review and followed standard practices to find solutions.
7. Led [Number] [Type] process improvement projects to help operations meet and exceed quality standards and reduce costs.
8. Inspected [Product or Service] and compared against standards to meet regulatory requirements.
9. Developed and maintained quality assurance procedure documentation.
10. Performed root cause analysis through [Action] and [Action].
11. Administered [Number] internal surveys and tabulated results to increase visibility.
12. Partnered with management to create, develop and implement quality initiatives, resulting in [Result].
13. Monitored inbound and outbound calls made by [Number] employees to provide constructive feedback.
14. Compiled and distributed weekly feedback to team leaders and managers to improve service time and quality while increasing productivity.
15. Crafted training materials and ran on-boarding sessions to train [Number] incoming team members.
16. Developed [Number] test scripts utilizing comprehensive business requirements, functional documentation and processes.
17. Performed cell-based potency and impurity assays for in-process, release and stability samples.
18. Inspected raw materials and finished products to verify quality and disposed items that did not meet safety requirements.
19. Implemented test scripts and recorded results.
20. Adhered to safety and clean area procedures to comply with agency and regulatory mandates.