

Olenka Ciz

1 (416) 879-0032
olenka.ciz@gmail.com
Toronto, ON

Work Experience

Quality Engineer

November 2017 - present (1.5 years)

The Woodbridge Group | Quality, Kipling North Plant | Woodbridge ON

- Regular review of technical documentation, material testing and process data, plant floor conditions, production run verification data to observe any abnormalities or non-conformances for further action
- Preparation of PPAPs, quality concern investigations, data analyses, part drawings, technical reports, documentation
- Responsible for auditing and managing the Process Flow, Control Plan, and PFMEA and all referenced documentation of multiple processes
- Timely communication of customer and supplier quality concerns to the entire Plant Team in order to quickly develop and implement practical solutions in a fast-paced production environment
- Investigation and analysis of testing data, production data, and observed abnormalities in order to satisfy customer requests and identify potential areas of process improvement
- Standardization and management of plant documentation, development of systems and methods to meet industry, customer-specific, and regulatory standards
- Responsible for managing, implementing, and coordinating Calibration events and keeping records for all measurement and dimensional validation equipment used on the plant floor
- Training of co-op students to perform tasks of the Quality Technician, and mentoring colleagues

Education

Ryerson University, Toronto ON

September 2012 – April 2017

Bachelor's Degree in Engineering

B. Eng., Chemical Engineering Co-op

Competencies and Attributes

- Value honesty, integrity; take pride in producing high quality work
- Strong written and oral communication skills
- Possess excellent organizational, analytical, and interpersonal skills
- High attention to detail and systematic approach to problem solving
- Can work effectively both independently or as part of a team
- Adaptive and able to grasp and apply new concepts quickly

Technical Skills

- Excellent computer literacy and proficient in MS Office, Minitab, collaborative environments and other common software packages
- Regularly perform Failure Modes Effect Analysis on new additions and process modifications
- Experienced in drafting and reviewing drawings, data sheets, controlled documentation

Certifications

Canadian Ski Instructors Alliance – Level 1 Ski Instructor

March 2009 - present