
Quality Assurance Officer Resume

Job Objective

Looking to improve the organization using my skills as a Quality Assurance Officer.

Highlights of Qualifications:

- Ability to analyze data gathered and compile reports on findings
 - Ability to review, analysis, reporting and documentation as related to the assessment of quality
 - Wide knowledge of investigatory techniques and problem resolution processes
 - Ability to exercise sound judgment and discretion
 - Ability to maintain confidential information
 - Strong administrative, organization and planning skills
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Professional Experience:

Quality Assurance Officer
Matchtech, San Diego, CA
August 2005 – Present

- Evaluated legal documents with owners.
- Scrutinized the documents for proper signatures notarizations.
- Managed with assistance for owners.
- Imparted sales training and certified eligible sales professionals.
- Reviewed site rescission rates and maintain documentation.

Quality Assurance Officer
National Testng Laboratories, San Diego, CA
May 2000 – July 2005

- Managed with all applicable standards.
 - Handled training of all QA department personnel.
 - Developed overall requirements for QA specifications.
 - Analyzed product and processed non-conformance.
 - Established QA plans and required process control procedures.
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Education:

Bachelor's Degree in Business
Pittsburg State University, Pittsburg, KS
Master's Degree in Business Administration
Brandeis University, Waltham, MA

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