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## Quality Control Clerk Resume

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### Job Objective

To obtain a Quality Control Clerk position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

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Quality Control Clerk  
Equus Products, Irving, TX  
May 2004 – Present

- Maintained logs for accurate documentation for audit inspections and reported trends..
- Audited raw materials (incoming inspections) and maintained device history records accordingly.
- Adhered with FDA and ISO regulations and standards and maintained defective material reports.
- Computed log, track, and file incoming rejected documents daily.
- Ensured quality audit; and resolved logged rejects each day.
- Issued final reports only after ensuring quality checks for accuracy and completeness.
- Assisted Quality Control Lead in any other various tasks related to rejected documents, forms, and fees as needed.

Quality Control Clerk  
Elite Staffing, Irving, TX  
March 2002– April 2004

- Identified missing information and areas requiring corrections.
  - Contacted internal resources to obtain required information as needed.
  - Managed to utilize tools to analyze, query and manipulate data according to defined business roles and procedures.
  - Used expertise of more intermediate to senior level analysts or leads; and leverages additional resources to confirm solutions.
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### Summary of Qualifications:

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- Vast experience in assuring quality in products
  - In-depth knowledge of quality standards, audits and quality inspections
  - Ability to administer regular auditing and process checks
  - Skilled in conflict resolution and database review
  - Familiar with department processes, procedures and practices
  - Ability to meet client needs and requirements
  - Ability to execute multiple productive activities
  - Excellent time management skills
  - Proficiency in MS Office and Internet applications
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### Education:

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Associates Degree in Quality Control  
Central Piedmont Community College, Charlotte, NC

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