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**Robert Smith**  
Assistant Qa Lab Technician

**CONTACT DETAILS**  
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Aldershot  
(0125) 456 7899  
info@robertsmith.com  
www.robertsmith.com

**PERSONAL STATEMENT**  
At least 15 years of experience in working in a plant environment. Served eight years in the military. This will be a great asset to the company. catch on very easily. happy to safety first.

**WORK EXPERIENCE**  
**Assistant Qa Lab Technician**  
**ABC Corporation - September 2010 - November 2013**  
Responsibilities:  

- Performed all job duties in full compliance with all Safety policies, rules, and regulations.
- Maintained GMP and excellent housekeeping practices throughout the shift.
- Worked with team members to achieve and maintain continuous improvement goals and directives.
- Actively participated in the 8M process by performing observations in the timeframe specified, as well as allowing self to be observed.
- Met observation spots and quality.
- Responsible for the testing and inspection of all incoming raw materials and ingredients to assure conformance to all requirements.
- Maintained and documented plant compliance with the incoming inspection program for raw materials and ingredients as needed.
- troubleshoot and investigate online problems related to raw materials and packaged materials.

**Qa Lab Technician**  
**Deba Corporation - 2008 - 2010**  
Responsibilities:  

- Collection, analysis and documentation of various samples.
- Archiving storage of samples for future analysis. Microscopic analysis of samples.
- Inf used Spectroscopy of fluid samples.
- Skills Used: Extensive math testing accuracy. Prioritization.
- Inspection of incoming materials and outgoing finished product.
- Assisted in daily testing of personal care products and raw materials for quality assurance purposes.
- Used Quality Description data, replace with job description relevant to your current role.

**Education**  
Bachelor of Science in Business w - 2013 University of Phoenix

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**JOB DESCRIPTION**

<b>Job Title</b>	Technical Team Leader (Engineering Seismology)
<b>Company</b>	Royal Haskoning (Haskoning UK Ltd)
<b>Division</b>	Maritime
<b>Advisory Group</b>	London Maritime AG
<b>Reporting To</b>	London Maritime AG Director and Geotechnical Group Technical Director
<b>Staff Reporting Directly to this Post</b>	Engineering Seismology Staff within Maritime Division

<b>ROLE</b>	<p>This role is to be undertaken by an individual whose core role is Expert or Senior Consultant. This individual will spend part of their time managing and organising the team and part of their time working as a technical expert.</p> <p>The role involves the technical management and mentoring of the specialist engineering seismology staff based in the Maritime Division.</p> <p>This Technical Team Leader will operate alongside the other Technical Team Leaders in the Geotechnical Group located in other AGs, all of whom will be under the overall direction of the Technical Director leading the Geotechnical Group.</p>
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**RESPONSIBILITIES**

- Developing the Engineering Seismology Team to match the needs of the Company by recruiting staff (externally or internally) with the appropriate experience and qualifications.
- Assisting with the allocation of staff and/or expertise to projects and the management of staff utilisation through liaison with project managers, other team leaders (both within the Maritime Division and elsewhere within the Company), the Director of the London Maritime AG and the Geotechnical Group Technical Director.
- Ensuring that work carried out by the Engineering Seismology Team is executed in such a way as to comply with the Quality Management System.
- Acting as a technical mentor/coach to all Engineering Seismology Team members.
- Being available to discuss and resolve technical issues with other technical staff as necessary.
- Contributing to the maintenance and development of the technical competence of the Engineering Seismology Group through staff training and liaison with the Company's external seismic consultant.
- Carrying out the mid year development reviews, training needs assessments and year end competency assessment reviews for the Engineering Seismology Team members.

**ROBERT SMITH**  
Production Test Technician

Phone: 01225 456 789 | Email: info@robertsmith.com | Website: robertsmith.com

**TO EMPLOYER**  
Responsible for Participating in production status meetings to address variances in automated shipments or changes to the production team's goals. Making measurement actions that may affect the team's target goals.

**CORE COMPETENCIES**  
Customer Service, Customer Relationship Management, Product Support, Purchasing, Manufacturing Engineering, Troubleshooting, Management, Software Validation, Technical Support, Quality Assurance, Problem Solving.

**PROFESSIONAL EXPERIENCE**  
**Production Test Technician**  
**ABC Corporation - 2010 - 2015**  
**Key Deliverables:**

- Provided recommendations and assisted both development and process groups in writing technical reports by capturing, analyzing and summarizing experiment results.
- Technical reports included problem statements, methods and materials used, data analysis, conclusions and suggestions for follow-up work.
- Primarily used MS Office and Visio.
- Worked closely with process engineers and supervisors to timely solve technical problems in method development.
- Trained Billerica 60/60 and CT 100/200 size CT scanners.
- Adhered to FDA guidelines to ensure all CT scanners pass manual and automated tests.
- Filled in as the leader when needed and documented any issues for 24 systems per day.

**Production Test Technician**  
**Deba Corporation - 2010 - 2014**  
**Key Deliverables:**

- Performed assembly, disassembly, installation and repair of cellular handsets used in commercial aircraft. Promoted from Assembly to Test department.
- Member Board/Back Plane Testing Computer Measurements/Driver Testing Products With Linux Scripts Loading Software Into Micro TCA Boards/AMC Computers.
- Used Microsystem Units. Performs routine functional testing of modules and units for Sun Microsystems, including Solaris Test Unit (FTU) and others.
- Performs troubleshooting analog/digital modules down to the component level.

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**NORTH KITSAP SCHOOL DISTRICT  
JOB DESCRIPTION**

**COMPUTER TECHNICIAN II**

**Purpose of the job:**

To support students and staff with all aspects of information technology

**Essential Job Functions:**

- Troubleshoot, install, configure, repair, maintain and upgrade information technology devices, software and systems. Support access to online administrative software, such as Skyward, Citrix, and Educator Access Plus.
- Collaborate with District Technicians on:
  - maintaining and upgrading the building's wired and wireless network infrastructure.
  - Assessing needs for and planning deployment of new technologies.
- Assure that computer labs are ready for teacher use.
- Assist staff in learning information technology skills.
- Attend meetings as scheduled by the Director of Technology.
- Attend related district in-service training sessions.
- Assist district staff with the deployment of devices, software and systems.
- Be willing to serve on Building or District Technology Committees.
- Communicate with Building Principal or Designee on a regular basis to prioritize work requests. Be available at the discretion of the Director of Technology to work at additional locations in the district.
- Other related duties as assigned.

**Qualifications:**

**Education & Experience:**

- High school diploma or equivalent
- Previous experience working with information technology devices and systems.
- Knowledge of computer software to be used, including word processing skills.
- Ability to communicate instructional skills.
- Ability to work within assigned guidelines with minimal supervision.
- Ability to be flexible to meet needs of overall school operations.
- Ability to identify and troubleshoot hardware, software and network problems.

**Knowledge Skills & Abilities:**

- Organizational skills.
- Ability to maintain confidentiality.
- Ability work effectively under pressure and stress.
- Ability to move or carry objects weighing over 50 pounds.
- Ability to crouch, crawl, bend, or kneel to service computers and network equipment.

**Licenses, Certificates & Special Requirements:**

- A+ Certification preferred
- Valid Washington State Driver's License and good driving record.

**Reporting Relationship:**

Reports directly to the building principal and Director of Technology.

**Conditions of work:**

<b>Union Affiliation/Classification</b>	<b>FLSA Status</b>	<b>Wage Range</b>	<b>Job History:</b>
PSE/Para	non-exempt	PSE Wage Schedule	Created: 8/07; Revised: 11/12



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