

JOHN SMITH

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Career Target:

QUALITY ASSURANCE & RECORDS MANAGEMENT

Improving accuracy, efficiency, and compliance

Organized and trustworthy professional with hands-on experience managing projects, meeting deadlines, and preparing detailed documentation in **highly regulated, quality-focused environments**.

Seamlessly transitioned to new buildings and supported multiple departments by quickly mastering new skills, accepting added responsibilities, and assisting colleagues in meeting requirements and exceeding performance expectations.

Uniquely qualified to transition to a new field by drawing on **real-world background in quality assurance and documentation**—and a foundation of administrative knowledge that will support all business operations.

Quality Review
Data Analysis & Reporting
Database Administration
Documentation Management
Process Improvement
Policy & Regulatory Compliance
Administrative Support
Scheduling
Proactive Problem Solving

PROFESSIONAL EXPERIENCE

UNITED GLOBAL RESEARCH, Reston, VA

Technician IV (Comparative Medicine Technician): Primate Area • 20xx to Present

Transitioned to the organization's most important research area to manage the care of non-human primates in FDA- and USDA-regulated setting. Interfaced directly with the research population, offering acclimation, training, and husbandry. Ensured compliance with regulatory guidelines. Continued to provide support for rodent laboratory procedures.

- Achieved **near-flawless accuracy** in preparing documentation for **quality assurance (QA) review**.
- Maintained **110% compliance** with training, certification, and standard operating procedure (SOP) requirements and guidelines in government-regulated environment.
- Pursued training in sampling and dosing procedures, requiring **meticulous attention to detail**.
- **Earned a series of promotions** during tenure, advancing to the highest level in the department.

Technician I, II, III (Comparative Medicine Technician): Diverse Animals • 20xx to 20xx

Expertly balanced technical and administrative processes in hands-on laboratory positions. Provided leadership and support for research studies. Ensured the calibration of centrifuges and other equipment; complied with Good Laboratory Practice (GLP) standards; implemented new processes and technologies. Achieved specialized certification in 20xx.

- **Moved to new buildings 8 times** during tenure with United, and adapted to changing company needs as departments closed and were transformed.
- Stepped into lead role for all in-house drug metabolism studies in 20xx and 20xx. Entrusted with scheduling, delegating responsibilities, **records management, inventory control, and compliance**.
- Performed **quality reviews** to verify the **accuracy and integrity** of all documentation, summaries, and reports.
- Set up, calibrated, operated, and **analyzed data** using advanced digital equipment to meet the needs of the Neuroscience and Global Science and Technology groups.
- **Developed a new technique** to instill empathy into sampling procedures.

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UNITED MEDICAL RESEARCH (via Health Care Network), Reston, VA

Technician (Comparative Medicine Technician) • 19xx to 20xx

Provided a level of commitment and accountability that led to a full-time staff position with United and resulted in many years of hands-on experience working on studies for high-profile projects.

- Recognized as **one of the first technicians to expand responsibilities** to include technical support procedures, which streamlined processes and enabled scientists to **focus on more advanced tasks**.

HEALTH CARE PRODUCTS – FIRST MEDICAL DIVISION, Legacy, VA

Quality Assurance (QA) Auditor • 19xx to 19xx

“John is a natural in quality assurance.”

Former QA/RA Manager, First Medical Div.

Promoted to QA Auditor and performed a broad range of **quality, records management, and administrative tasks**.

Implemented and enforced FDA regulations for the manufacturing of medical devices. Facilitated internal and external audits. Performed product safety testing and implemented customer complaint and product return investigations.

- Earned Certified Top Auditor (CTA) credential and recertification by the American Health Organization for Quality.
- Provided critical support for **government and SOP 8000 audits**.
- **Developed Good Manufacturing Practices (GMP) system** for tracking device history records and complaints.
- Immediately **tackled and resolved a massive backlog of work** (inherited on my first day on the job).

EDUCATION & CREDENTIALS

Bachelor of Science in Business Administration • In Progress, *GPA 3.8*

STATE COLLEGE, Online (Accredited)

Certification in Word Processing and Medical Terminology

Sandy Hills Business and Technical Institute

Certified Top Auditor (CTA) • Inactive

American Health Organization for Quality (AHO)

Passed the exam on first attempt.