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PERSONAL PROFILE

NOTE: Brief personal profile focuses on key strengths of candidate and her career objectives.

I am a graduate biologist with strong industry experience in quality assurance, research and development and creation of new products. I have up-to-date knowledge of quality management systems including ISO 9001. I am capable of achieving personal objectives, as demonstrated by the successful completion of my Open University degree alongside full-time work. I am goal orientated, with a clear and concise vision of future objectives. Now I am keen to find a challenging position that offers long-term potential in quality assurance and/or new product development.

SKILLS AND ACHIEVEMENTS

NOTE: Provides a comprehensive picture of relevant skills and how they equip her for the job. Also provides evidence of the impact and effect she has made on the organisation.

Analysis and problem solving

- I analysed the quality assurance system at Continental Kitchen Ltd, making recommendations for new procedures, which led to an entirely new quality control system. This facilitated a faster, more accurate means of inspection, saving £200K annually.
- I developed and instituted a statistical quality control programme to cover all critical control points in the manufacturing process. The system alerts operators when to change the process parameters without disturbing production flow.

Technical skills

- I created computer applications for environmental microbiological trends for control of plant cleanliness, resulting in significant improvement in overall sanitation.
- I formulated new and improved food products, and contributed to the development of a new line of Polish foods for wholesale distribution.

Communication skills

- I am able to enthuse others and inspire a positive attitude to setting up new procedures, as demonstrated by effective implementation.
- I have excellent report writing and presentation skills, evident in work and successful university study.

CAREER HISTORY

Quality Assurance Co-ordinator

Continental Kitchen Ltd, Colombo 6

2008 to date

In this post I was responsible for

- managing and maintaining all quality control systems
- ensuring procedures conform to legislation
- creation of statistical programmes to help with the transition of quality assurance responsibility to individual operators
- setting up a new product-recall procedure to facilitate any possible product retrieval due to failures reported in post-manufacturing integrity testing
- supervision of the sanitation crew during microbiological clean-ups
- reviewing existing policies and setting up plans to improve quality systems

NOTE: Key activities for each job role illustrate increases in responsibility.

Quality Assurance Auditor **Continental Kitchen Ltd, Colombo 6** **2007-2008**

- analysing business statistics to measure performance against in-house and external standards
- auditing, sampling and testing production process to check product quality

Career break **Raising a family** **2003-2007**

NOTE: Candidate identifies her career break and the underlying reason. By using a skills-based CV, she gives greater prominence to her skills and downplays gaps in career history. Be prepared to account for any such gaps at interview.

Research Technician **Bow Wow Pet Foods Ltd, Kotte** **1999-2003**

In this post I was responsible for

- formulating and improving product lines
- performing shelf-life studies on a range of products
- supervising in-plant testing of laboratory formulations
- analysing waste water to ensure it met government standards.

EDUCATION AND TRAINING

Member of the Chartered Quality Institute **2011**

I attained formal recognition for CQI training courses successfully completed, including: Developing the skills of new quality managers, Implementing ISO 9001, IMS internal auditing and self-assessment.

BSc (Hons) Science 2:1 **University of Colombo** **2004-2010**

Courses included: Health and disease, Environment, Living processes, Ecology and evolution. I developed confidence in my ability to analyse data, produce reports and in the methodology of conducting experiments. I particularly benefited from working with others at residential schools and tutorials.

NOTE: Cites relevant modules and key skills developed through study.

2 'A' levels: Biology (C), Chemistry (S) **1996-1998**
6 O/Levels including English and Maths **1994-1996**

ADDITIONAL INFORMATION

- I spent a year after 'A' levels travelling the world, and developed an appreciation of other cultures, an ability to be very flexible in planning next steps and an interest in SCUBA diving.
- I served as a regional representative on the OU Students' Association for three years and contributed to student feedback on two courses in their first year of presentation.
- I have excellent computer skills, including Microsoft Word, Excel and PowerPoint.
- I have a full driving licence.

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