

Amber Presley

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Experience:

- Microsoft Excel
- Microsoft Word
- AS400 Programming
- Detail Oriented
- Self starter
- Quick to learn

Work Experience:

Ximedica

4 yrs 2 mos total

Quality Control Specialist
Jul 2018 - Present

- CAPA/Internal/External Audit/Continuous Improvement experience
- Basic knowledge of nonconforming product reporting
- Cleanroom Coordinator responsible for the particulate and bioburden monitoring of ISO Class 7 and ISO Class 8 cleanrooms
- Equipment Coordinator responsible for ensuring timely completion of Preventive and Corrective Maintenance activities
- Responsible for presenting weekly Quality Operations metrics with management, as well as Quarterly CAPA and Continuous Improvement metrics and presentations.
- Assists with Quality Systems Management Review metrics and presentation
- Return Goods and Complaint Management experience
- Decontamination and processing of returned medical devices and lab devices (Biosafety lab)
- Assists all employees in daily functions and tasks managed by Quality Systems to ensure timely completion of action items associated for tracking and trending.

Project Coordinator

February 2016 - July 2018

- Cycle count program manager
- Familiar with clean room work and procedures
- Shipping
- Receiving

- Coordinating with staff and vendors to support projects with kitting, supplies ect.
- Handling of chemicals and drugs
- Forklift used when necessary
- ISO Class 7 and 8 Cleanroom testing of bioburden testing. Includes air, surfaces and particulate
- Manufacturing of medical devices
- Limited forecasting of materials
- Placing orders for production/engineering projects

Consolidated Container Company
 May 2015- February 2016
 Quality Assurance Technician

- Ensure compliance with corporate and plant safety standards and with applicable laws and regulations issued by regulatory agencies.
- Apply statistical tools and techniques to monitor plant performance and finished goods.
- Complete laboratory testing and collect samples at established intervals.
- Continually seek process improvements and make recommendations to management.
- Audit compliance with GMP policies.
- Performs process inspections during molding, packaging and loading.
- Audit for compliance to control plan requirements including process parameters.
- Perform incoming inspection of raw materials.
- Complete dimensional checks and report on product.
- Perform in-process inspections of manufactured product during molding, packaging and loading.
- Perform cycle counts and/or inventory of finished goods as required.
- Communicate quality issues and out of specifications conditions to appropriate personnel and with shift leaders.
- Equipment used- Manual/automatic calipers, comparison and scales.

ODW Logistics
 July 2011-May 2015

- Pick/Pack/Process Orders
- Unload/Load Freight
- Returns Specialist - Created the entire returns process including documentation.
- Kitting Project Coordinator - As a Project Coordinator, every morning at the beginning of the shift I would be assigned 5-20 temporary associates for various kitting projects. I would be responsible for ensuring the work was correctly done and organized. I would also coordinate our schedules with the demand, such as asking associates if they would like overtime/come in early the next day and at times, mandating that they work 10 hour shifts.

- Inventory Team Lead- As the Inventory Team Lead, I was in charge of gathering cycle counts, discrepancy information, setting up pick fronts (allowing greater production time for warehouse associates by setting up a pick front flow) and other various inventory duties.
- Quality Control Inspections
- Inventory Control- Daily cycle counts, specific item number audits, wall to wall audits for customer requests.
- Certified To Operate: Propane/Electric Sit Down Forklift, Reach Truck, Cherry Picker and Turret Truck Operator

Education:

*****Currently enrolled at CCRI under a joint admissions agreement with URI for Wildlife and Conservation Biology. This requires flexibility in employment arrangement of hours/days worked*****

Groveport Madison Senior High School

- Graduated in 2011
- Grade Point Average of 3.2

References Available Upon Request:

Work Reference

Jenna Chicoine

Quality Systems Specialist

Cell: 774-225-8339

Work Reference

Ron Irely

Logistics, Mfg Supervisor and Cleanroom Coordinator

Cell: 401-378-7997

Work Reference

Matt Branch

Facilities Director, Operations Assistant Manager

Cell: 8602075827

