

SANDRA EDWARDS

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PERSONAL PROFILE

A graduate biologist with strong industry experience in quality assurance, research and development and creation of new products. Have up-to-date knowledge of quality management systems including ISO 9000. Capable of achieving personal objectives, as demonstrated by the successful completion of my Open University degree alongside full-time work. Goal orientated, with a clear and concise vision of future objectives. I am now keen to find a challenging position that offers long-term potential in quality assurance and/or new product development.

SKILLS AND ACHIEVEMENTS

Analysis and problem solving

- Analysed the quality assurance system at Continental Kitchens 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.
- 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

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

Communication skills

- Able to enthuse others and inspire a positive attitude to setting up new procedures, as demonstrated by effective implementation.
 - Excellent report writing and presentation skills, evident in work and successful university study.
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CAREER HISTORY

**Quality Assurance
Coordinator**

**Continental Kitchens Ltd
Cambridge**

2004 to date

- 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

Quality Assurance Auditor **Continental Kitchens Ltd** **2003-2004**
Cambridge

- 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** **1999-2003**

Research Technician **Bow wow Pet Foods Ltd Leicester** **1995-1999**

- 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 Chartered Quality Institute **2007**

BSc (Hons) 2:1 **The Open University** **2000-2006**

Courses included: Health and disease, Environment, Living processes, Ecology, and Evolution. Developed confidence in ability to analyse data, produce reports and in the methodology of conducting experiments. Benefited from working with others at residential schools and tutorials.

2 'A' levels: Biology (C) Mathematics (D) **1992-1994**
GCSE's including English and Maths **1990-1992**

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

ADDITIONAL INFORMATION

- Spent a year after 'A' levels travelling the world: developed an appreciation of other cultures, an ability to be very flexible in planning next steps and an interest in scuba diving.
- 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.
- Excellent computer skills, including Microsoft Word, Excel and PowerPoint
- Full driving licence