

# Maima James

## QUALITY INSPECTOR

West Fargo, ND  
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Self-motivated with the passion to excel in what I do while contributing immensely to the team or the organization' goal.

Other Qualifications and Notable skills:

- Fast learner; quickly develop skills and knowledge to meet diverse and changing work demands.
- Goal oriented with the ability to work well under pressure and prioritize while remaining focused to the task
- Excellent Customer Service Skills
- Demonstrated an understanding of Quality control/ assurance in a clean room environment
- Always passionate about my job and exemplify the willingness to go the extra mile to achieve my goals.
- Strong Internal Personal Skills
- In-depth understanding of Microsoft Office (2007 - 2010) and Windows/XP operating systems

### WORK EXPERIENCE

#### Quality Control Inspector

Incertec - Fridley, MN - June 2013 to June 2014

Uses inspection tools, such as x-rays, microscope ,humidity chamber and micrometer to inspect parts. Complete required paperwork for approved parts and form QMF 09 when there is a quality issue. Complete inspections / handle specification requirements in a timely fashion. Responsible for documentation controlling. Handle embrittlement bake within four hours of plating (when required) With assistance from lead, prioritize work and inform lead of any capacity constraints or significant product quality issues. Ensures proper preventive maintenance and calibration of inspection tools .

#### IN-LINE INSPECTOR

TELEFLEX INC - Plymouth, MN - June 2011 to February 2013

Performed first article inspection and final inspection

- Inspected and report failures in appropriate systems
- Supported a zero defect mentality
- Participated in continuous improvement initiatives
- Maintained and secured inspection tools used for audit
- Performed all dimension inspection using, Magnification light, Metric steel ruler, Laser mark, Micrometers, Calipers, Pin gauges, Ring gauges, and Metric chart
- Ability to and understand blue print
- Assembled catheters in a clean room environment.
- Performed microscope inspection of catheters, core and coil.
- Cut and trimmed tubing and sub-assembled to length
- Demonstrated an understanding of Quality control/ assurance in a clean room environment
- Calibrated machines and fixtures
- Ensured delivered quality meets or exceeds key performance indicators, quality standards, governing codes and regulations by inspecting, testing, sampling, auditing and sorting product being received and produced.
- Used sap to enter data and check inventory

#### PRODUCTION INSPECTOR

Sterilmed - Maple Grove, MN - March 2008 to April 2011

Demonstrated a solid understanding of our various products and services to ensure quality service

- Completed reprocessing and sterilized services for healthcare facilities, hospitals, and hospital organizations
- Sort, soak and wash catheters, Inspect and package them for shipment.
- Supplied parts as needed to the production line in a timely fashion.
- Perform a variety of assembly and inspection operations to maintain product flow, quality, and work schedule, Maintain and secure inspection tools
- Set up and clean work site.
- Perform final inspection
- Use conveyor to transfer devices

Responsible for file validation and document controlling, Responsible for the control of quality system documents, including document changes, document storage and distribution of newly released documents.

- Ensures that all documents have no errors in filenames, submissions, etc before submitting it to the next department to avoid confusion.

### **PRODUCTION WORKER**

Prostaff - Maple Grove, MN - August 2007 to March 2008

Assembled of catheters and drug coated stents in a clean room environment.

- Microscopic inspection of catheters, core and coil.

Cut and trimmed tubings and sub-assembled to length

- Used of measuring devices like rulers, calipers, and micrometer in the medical devices production
- Soldering, sorting and injection molding medical stents and other medical devices.

- Performed final inspection as required per quality standards

- Maintains records in the document control storage room in a state of audit readiness.

- Responsible for providing backup support for coordinating document change orders (DCO), coordinates review

and approval.

### EDUCATION

#### **AAS in Business Computer Systems & Management**

ANOKA RAMSEY COMMUNITY COLLEGE - Anoka, MN

January 2009 to Present

#### **certification in Blueprint and Welding**

Saint Cloud University - Saint Cloud, MN

2014 to 2014

#### **Diploma**

Park Center High School - Brooklyn Park, MN

June 2007