

Linda K. Neis
13857 Burham Street
Huntley, Illinois, 60142
(224) 569-6960

LEVITON – St. Charles, IL.

March 2010 – Present

Quality Control Inspector

- Provide First-Article, Incoming, In process, and Out Going Inspections
- Perform weekly Quality Audits
- Provide assistance to Engineering with Visual Factory, Training, and Process
- Coordinate calibration of equipment

CATI GLASS – South Elgin, IL.

Feb08 – March09

Quality Assurance Specialist

- Process delivery of Job Tickets
- Revised CAD Drawings
- Performed Spectrographic Analysis of purchased glass
- Collected & analyzed Statistical data regarding production & process

WESTELL – Aurora, IL.

Feb94-Feb08

A manufacturer of data transmission products tailored to major telephone switching stations.

Calibration Coordinator/ Quality Administrative Assistant

- Coordinate and schedule Quality group meetings
- Produce monthly status reports and chart progress toward quality goals
- Maintain and process attendance for company payroll
- Coordinate calibration/repair of all equipment on a predetermined schedule
- Realized annual \$123K cost reduction for calibration/repairs by changing service provider
- Coordinate Calibration to meet ISO 9001 Standards
- Reduced annual calibration budget by \$93K through elimination of redundant equipment
- Negotiate price of new & rental test equipment
- Track new equipment quotes and purchase requisitions
- Maintain data base for existing, discarded and transferred equipment
- Performed Quality Audits
- Provided back up for Corporate Receptionist

ELEC PAC – Cary, IL.

Feb91-Feb94

Elec Pac is a military contractor that manufactures hermetically sealed battery compartments.

Quality Inspector

- Senior member of inspection group
- Provided detailed inspection of all products for military customers
- Provided incoming and first-article inspections of components and raw materials

OAK/GRIGSBY - Crystal Lake, IL.

Jan79-Dec90

They manufacture a line of rotary, pushbutton, and membrane type switches and optical encoders.

Quality Assurance Supervisor military div. included

- Supervised inspection Area
- Organized daily schedule/workload for inspectors
- Provided detailed inspection of all products for military customers
- Earned military soldering certification

Education/Special Training/Attributes

- Irving Crown High School – Carpentersville, IL.
- ESD Material Handling, ISO 9001 Internal Quality Auditor, Excel, Mitutoyo Gage Calibration, Continuous Improvement Process, Geometric Dimensioning & Tolerancing
- Certified Quality Auditor
- Ability to multi-task and balance priorities
- PC Aptitude in Windows 2000, Word, Excel, Access, IBM Lotus Notes, Adobe, Acrobat 6.0 Standard, SAP inventory control, Plion, and Intuitive
- Organized and work well with minimal direction
- Use of calipers, micrometers, and other measuring equipment
- Proficient at reading/interpreting specification and mechanical drawings

- Many Certificates and Class Attendance Awards upon request