

Nancy Olsen
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Job Objective: Seeking an opportunity to secure a Quality Control Inspector Lead position with your company and then use my past experience to help your company meet and surpass both short and long-term goals.

Summary of Qualifications:

CCL Labels QA Lead

June 2007-June 2014

- Supervised the production to ensure that the needs of the customer are met
- Inspected the products for optimal quality
- Monitored the manufactured product and ensured that it corresponds with the customer document and all specifications
- Conducted inspection and calibrated all machinery for the handling of inks to provide accurate client PMS
- Maintained and adhered to all FDA requirements and ensured proper handling of the inspection and submitted certificate of compliance
- Administered the inspections in accordance to the Quality and Certification programs to assure that it meets all quality requirements
- Remarkable experience in inspecting the quality of the products
- Sound knowledge of Barcode/Web Scan

Gaynor Corporation Payroll Manager

June 2000- May 2007

- Directed and Managed all Payroll operations
- Reported to VP Of Operations
- Process weekly and bi-weekly multi-state payroll for approximately 2400 employees
- Update, collect and import hours from time keeping system, E-time and manual time cards
- Verify hours and PTO information
- Process new hires, terminations, and all employee data changes
- Process employee verifications and garnishments
- Process government surveys including quarterly statistical reporting and EDD requests
- Process worker's compensation reports; attended yearly workers compensation audits
- Generate manual checks as needed
- Process the payroll funding journal after each payroll and other journal entries as needed
- As assigned performed various special projects and handled other payroll related issues
- Processed monthly P & L reports

References Available Up On Request

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Education:

Citrus College AA Business Administration

Additional Skills:

Bilingual English/Spanish

Lead QA/QC

FedEx/UPS

Micro Soft Word/Excel

Payroll Payroll Software \$ Payroll Taxes Reporting (4 States)