

BONNITA L BERNHARDT

ResumelD: 2920279

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OBJECTIVE

Seeking a position within the Quality Assurance spectrum.
Admirable experience in managing quality assurance programs, coordinating with developers and system administrators and assisting various development teams .
Deep knowledge of ISO 9001: 2002.
Proficient in interpreting documents.
Knowledge of development life-cycle and design construction .
Remarkable ability to develop and prepare routine reports and correspondence .
Excellent communication skills in both oral and written forms.

JOB HISTORY/DUTIES

Highly Qualified Special Education Paraprofessional

St. Cloud School District 742

St. Cloud, MN

Start Date: 2014 End Date: PRESENT

*Provide one-on-one assistance to students with special needs.

*Work with small groups of students in the classroom.

*Maintaining daily logs, checking papers, behavioral data and student files.

*Monitor students in the classroom.

*Respond to emergency situations using non-violent Crisis Intervention Program training (CPI).

Substitute Paraprofessional/Cook/Custodian/Van Driver

Sauk Rapids Rice School District 47

Sauk Rapids, MN

Start Date: 2012 End Date: 2014

*Worked as a paraprofessional, cooks helper and custodian in various schools.

Training Specialist Substitute and ThriftWorks Trainer

WACOSA and WACOSA ThriftWorks

Waite Park, MN

Start Date: 2013 End Date: 2014

*Provided job coaching, medication administration, daily cares and behavioral training.

Math Corps Volunteer

AmeriCorps Minnesota Math Corps

Sauk Rapids, MN

Start Date: 2012 End Date: 2013

*Tutored 4th and 5th grade students

Senior Laboratory Technician

Creative Memories

St. Cloud, MN

Start Date: 2004 End Date: 2012

*Conducted physical and chemical testing.

*Wrote SOP's for tests and equipment maintenance following ISO 9000, ANSI and other standards.

*Trained and supervised intern.

*Maintained laboratory equipment and supplies within budget.

Quality Specialist

Grede Foundries

St. Cloud, MN

Start Date: 2001 End Date: 2004

*Maintained ISO9001:2002 documentation which passed annual external audit.

*Maintained quality records including PPAP, blueprints, calibrations, corrective actions etc.

*Provided statistical analysis of Quality and Production processes. *Conducted internal quality audits.

*Substituted in the laboratory cutting, polishing, producing micro-graphs and conducting optical emission spectroscopy testing.

Quality Services Administrative Aide

Gold'n Plump Poultry

St. Cloud, MN

Start Date: 1995 End Date: 2001

Conducted laboratory testing for Scientists and Microbiologists

*Reported to Director of Quality Services and Quality Managers at four locations.

*Processed invoices and produced monthly and yearly budget analysis. *Created quality training programs for GMP's, HAACP and SSOP's.

*Prepared manuals for HAACP, SSOP'S, GMP'S and quality specifications. *Created visual training aids for non-English speaking employees through the use of interpreters, signs, and digital photography and Power Point presentations.

EDUCATION

DEGREE: Associate Degree

Major: Associate Arts

Minor: Health Care Technician

St. Cloud Technical and Community College, MN

GPA: 4

Date Completed: 2013

Courses:

Major: U-Lead Advisory Academy 2011

University of Minnesota, MN

Date Completed: 2011

LICENSES/CERTIFICATES/ADDITIONAL TRAINING

Certified Quality Technician

2008

American Society for Quality MN

Quality System Internal Auditor

2002

SRI Quality System Register PA PA

ISO 9001:2000 Standard Documentation, Interpretation, and Im

2002

SRI Quality System Register PA PA

ADDITIONAL SKILLS

- *Extensive experience using Microsoft office suite. Including Word, Power Point, Excel and Outlook.
- *Conducted pH, alkaline reserve, and lignin and buffering test.
- *Ran an FTIR and XRF to identify materials.
- *Operated numerous other pieces of equipment including, accelerated aging chambers, Atlas weather-ometer, MTS, Hutt pen tester, Photographic Activity Testing, Elmdorf tear tester, Thwing Albert peel tester, GretagMacBeth Spectro Eye, and Atlas crock meter.

NOTES AND ACTIVITIES

“Bonnita brings a high-level of professionalism to her work. She makes an effort to understand the procedures she is carrying out and always has helpful suggestions. Bonnita is flexible and able to prioritize her tasks, ensuring that work is completed efficiently and effectively. She is committed to her job and was a pleasure to work with.” Mark Mizen PhD, Director of Technology, Creative Memories, February 2, 2012.

VOLUNTEER EXPERIENCE

Benton County Extension Committee Chair

Benton County 4-H - Volunteer

Minnesota 4-H Adult Volunteer Association - Board Member

Minnesota University of Minnesota U-Lead Advisory Academy - Graduate; Committee for Perkins Grant - Member, Sauk Rapids/Rice School District

Young Career Woman of the Year (Athena) - 1983

St. Cloud, MN Business and Professional Women - President

St. Cloud Jaycees - President and Board Member

St. Cloud Area Chamber of Commerce- Legislative Affairs Committee

St. Cloud, MN United Way - Personnel Committee

St. Cloud, MN Wheels, Wings and Water Festival - Board Member

Tour of Saints - Board Member

Displaced Homemakers - Personnel Representative