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## **OBJECTIVE:**

I wish to apply for the position of QA Tech

### **HIGHLIGHTS OF QUALIFICATIONS**

- over 5 years working experience as a QA Tech  
With the word QUALITY in mind, I assist Management to develop Quality Plans and Procedures  
In particular, the QA Tech is responsible for:
  1. Conducting Audit for Quality Procedures on the production floor
  2. Ensuring that employees follow GOOD MANUFACTURING PRACTICES (GMPs)
  3. Calibrating and running Metal Detectors at regular intervals
  4. Ensuring that product meet specifications as prescribed by Building Sheets and PLVs (Temperatures, weights, heights/Lengths, widths etc.)
  5. Drawing samples of finished products
  6. Signing/Approving labels for finished products
  7. Conducting Water Activity (AW) checks.

### **WORKING EXPERIENCE:**

#### **SR ORIGINAL DESSERTS**

**QA TECH** | January 2017- CURRENT

- Collaborating with the Sanitation Department to ensure a clean working environment
- Signing/Approving Labels
- Running/calibrating Metal Detectors
- Conducting appropriate checks on QCPs/CCPs
- Conducting Water Activity (AW) tests
- Reporting to Management on issues that are not in compliance with established procedures
- **NANDY TALENT HOME SERVICES**  
Client Coordinator | Feb. 2016 -2017
- Co-ordinate office activities such as

- Pay Roll, invoices, call answering
- Customer Services, payment processing

### **SALINO BAKERY | May 2010 - November 2015**

#### **QA TECH**

- Conducting pre op inspection for commencement of production
- Conducting formula checks for ingredients
- Signing/Approving Labels
- Conducting appropriate checks on QCPs/CCPs
- Running/calibrating Metal Detectors
- Reporting to Management on issues that are not in compliance with established procedures
- Conducting Water Activity (AW) tests

### **Air Side Hotel| September 2007- December 2009**

#### **Night Auditor**

- Summarize and compile information for the hotel's financial records.
- Track and coordinate room revenue, occupancy rate and other front desk operating statistics.
- Prepare a summary of cash, checks and credit card transactions that reflect the hotel's performance for the day.
- Post room charges and taxes to guest accounts, including Guest transactions not posted during the day by the front desk cashier.
- Monitor the current status of coupons, discounts and other promotional programs.
- Transfer charges and deposits to master accounts.

### **Golden Icon Hotel| February 2005-September 2007**

#### **Night Auditor**

- Check front desk/office accounting records for accuracy.
- Communicate properly and effectively with guests, associates and Management.
- Communicate with in-coming staff and Management by recording information on pre-shift board/pass-on log. Alert Management of any guest or system-related challenges.

#### **EDUCATION:**

Aggrey Memorial Secondary School (1975-1980)

#### **SKILLS:**

- Microsoft Office, Excel, Access, PowerPoint, Web content management
- Good communication skills
- Ability to work efficiently during hectic situations

#### REFERENCES:

1. Keith Downing  
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