

Seth Hammond

I fully dedicate myself to the task at hand and ensure the work gets done in a timely and efficient manner. I am adaptable and work well in all types of work environments. I learn quickly and effectively apply what I learn to ensure a high work output.

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Professional Summary

Detail-oriented and dynamic Quality Control professional with several years of experience supporting regulated manufacturing environments through accurate documentation, inspection, data analysis, and continuous improvement. Skilled in using a wide variety of inspection tools to ensure that parts meet dimensional requirements by accurately interpreting complex engineering drawings. Proven ability to maintain precise quality records, identify nonconformances, streamline operations, drive growth across diverse industries, and communicate quality issues effectively across departments. Strong foundation in Quality Control inspection processes, critical-to-quality metrics, and regulatory compliance principles. Adept at utilizing continuous improvement principles to increase productivity and decrease waste.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Quality Assurance

KIOSK Information Systems-Louisville, CO

November 2021 to Present

- Prepare and maintain accurate quality documentation, inspection records, and technical reports to support product release decisions
- Use various inspection tools to verify parts meet dimensional requirements based on engineering drawings and customer input
- Perform detailed inspections using measurement and testing equipment to verify conformance to specifications
- Document nonconformances clearly and communicate quality issues to engineering, production, and leadership teams
- Track and report quality metrics and KPIs, supporting data-driven decision making
- Quantify Cost of Poor Quality (COPQ) and contribute to corrective actions that reduced defects and material waste
- Focus on Critical-to-Quality (CTQ) characteristics to ensure customer and regulatory requirements are met
- Support continuous improvement efforts by identifying process gaps and recommending corrective actions
- Utilize Creo Parametric to support quality documentation and Sage 100 to ensure traceability

Business Owner/Manager

Lotus Botanicals-Oklahoma City, OK

November 2017 to October 2021

- Founded and grew a multi-location medical marijuana business
- Oversaw marketing, advertising, social media, financial management, and daily operations

- Implemented Quality Management Systems to reduce waste, boost efficiency, and increase profitability
- Cultivated strong customer relationships and maintained a positive workplace culture
- Proactively responded to customer's needs and made necessary changes based on customer input
- Utilized statistical analysis (mean & variation) to evaluate our process output, thus improving the efficacy of our input to output ratio (productivity ratio)

Operator/Site Manager

Allstate's Production Equipment-Oklahoma City, OK

May 2017 to October 2018

- Managed daily operations
- Improved the efficiency of product completion, reducing time to completion by ~35%
- Operated skid steers

Administrative Assistant

Mitchell & Hammond-Oklahoma City, OK

2015 to 2018

- Oversaw the development and implementation of a case management system
- Utilized Value Stream Maps to determine where the delays were in our processes
- Assisted in developing and streamlining automated intake processes for new clients
- Effectively managed the intake system to increase efficiency in acquiring new clients
- Eliminated non-value-adding steps and reduced unnecessary time spent on inputting client information

Head Track and Field Coach

Hammond Athletics Club-Oklahoma City, OK

January 2011 to 2018

- Founded and coached a dedicated distance running team
- Grew the team to 27 full-time athletes, helping numerous athletes get college scholarships
- Guided two athletes to the Olympic trials, and one that competed in the 2016 Olympic marathon

Assistant Office Administrator

512 NW 12th St., LLC-Oklahoma City, OK

2014 to 2015

- Filed pleadings in various state and federal courts
- Prepared correspondence and pleadings

Office Coordinator/Administrative Assistant

Grace Living Centers-Oklahoma City, OK

2010 to 2014

- Data entry, Paper filing/general office duties, Window washing

Education

High school diploma

Edmond Memorial High School-Edmond, OK

Bachelor of Science

Concordia University-Chicago

- GPA: 4.0
- Summa Cum Laude
- Presidential member of the National Society of Leadership and Success

Bachelor's degree

Skills

- Sports coaching
- Caulking
- Handyman experience
- Construction
- Drywall
- Machining
- Plastering
- Computer science
- Web design
- Computer hardware
- Painting
- Carpentry
- Cleaning
- Facilities maintenance
- Manufacturing
- Electrical experience
- Remodeling
- Mechanical knowledge
- Landscape maintenance
- Door hanging
- Fabrication
- Hand tools
- Mowing
- Assembly
- Quality control
- Quality assurance
- Calipers
- Microsoft Excel
- Quality inspection
- Analysis skills
- ISO 9001
- Microsoft Office
- Precision measuring instruments

- Quality systems
- English
- Dimensional inspection
- Continuous improvement
- QA/QC
- Quality management
- Microsoft Access
- ISO 13485
- Kinesiology
- Physiology knowledge
- Exercise planning
- Biology
- Biomechanics
- Clinical study report editing and review
- Newsletter content editing and review
- Abstract editing and review
- White paper editing and review
- Textbook editing and review
- Patient communication editing and review
- Slide presentation editing and review
- Educational support and training for KOLs
- Training material editing and review
- Cross-functional collaboration
- Journal article editing and review
- Data analytics
- Scientific research
- Anatomy knowledge
- Six Sigma
- Report writing
- Windows
- Schematics
- Organizational skills
- Project management
- CGMP
- Root cause analysis
- CAD
- AutoCAD
- Microsoft Powerpoint
- Leadership
- Product development

- Communication skills
- Microsoft Word
- Management
- Medicare
- Measurement (quality control)
- Assembly drawings
- Blueprint specification interpretation
- Dimensional measurements
- Height gauges
- Document review (document control)
- Mechanical structural components drawings
- Assembly quality control testing
- QA processes implemented in a quality assurance role (3-5 processes)
- Process improvement
- Quality reports
- Quality performance measurement
- Quality improvement
- Quality audits
- Corrective and preventive actions (CAPA)
- Quality assurance training
- Test Execution (Quality assurance practices)
- Process audits
- Corrective action quality audits
- Compliance audits & assessments
- Supplier audits
- Fishbone diagrams
- Control charts
- Quality check sheets
- Scatter plots
- Statistical Process Control
- Quality assurance within manufacturing
- Control charts
- Manual testing tools
- Lean
- Value stream mapping
- Business process reengineering
- Kaizen
- Implementing QA processes in a quality assurance role - QA processes implemented in a quality assurance role (3-5 processes)
- Statistical sampling in quality assurance
- Six Sigma manufacturing

- GD&T
- Practicing in an industrial or manufacturing engineering role
- Regulatory/legal compliance standards in production
- Quality standards in production
- Lean management
- CAD software
- Cross-functional team management
- Cross-functional communication
- Attention to detail
- Microsoft Outlook
- Presentation creation
- Written communication
- Manufacturing engineering
- Drafting
- Design of manufacturing processes

Languages

- English - Expert
- Spanish - Intermediate

Awards

All-American Cross Country

October 2012

I made top 10 at the USA national cross country meet, earning All-American honors in West Virginia.

800m State Champion

May 2011

I won state in the 800m run as a sophomore and junior in high school.

Certifications and Licenses

First Aid Certification

2025 to Present

CPR Certification

2025 to Present

Six Sigma Certification

Certified Quality Inspector

Certified Quality Technician

ISO 9001 Internal Auditor

Driver's License

Additional Information

Core Competencies:

Leadership & Management, Process Improvement, Problem Solving, Interdepartmental Communication, Teamwork & Collaboration, Critical Thinking, Ability to Work in Various Environments, Creative Thought Processes

Technical Skills:

Expert Knowledge of Design Interpretation, Foundational Understanding of Manufacturing Processes, Implementing Quality Management Systems, Creo Parametric, Sage 100, Building and Maintaining Customer Relationships, Advanced Knowledge of Biomechanics, Assembly, Design Change, Fabrication, Lean Manufacturing, Six Sigma Methodologies, Microsoft Office