

MATTHEW WISECUP

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Quality Control Manager

Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an quality control manager, customer service, shop assistant and laboratory tech.

Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.

Offer advanced computer skills in MS Office Suite, Gartner Technical Systems and other applications/systems.

Key Skills

Office Management	Report & Document Preparation	Records Management
Policies & Procedures Manuals	Spreadsheet & Database Creation	Inventory Management
Internal Auditing	Accounts Payable/Receivable	Metallurgist Lab Functions
Blueprint Reading	Bookkeeping & Payroll	Drafting

Work Experience

Bolts Metallizing, Phoenix, Arizona 2009 to Present

Quality Control Supervisor,

Laboratory Tech,

Office Clerk,

Inspected all aerospace parts and customer documentation to be processed for metal spray repair.

Production lot metallurgy inspection on various coating compositions.

In charge of all laboratory functions: supply inventory, equipment maintenance and calibration.

Customer service issues concerning certifications of processes, and documentation.

Accounts payable and receivable.

Accuwright Industries, Gilbert, Arizona 2007 to 2009

Quality Control Manager,

Shipping and Receiving,

Office Clerk,

Performed all inspection duties for aerospace parts and customer documentation for metal spray repair process.

Internal auditing, customer auditing, and FAA inspections.

Aerospace part packing shipping and receiving.

Document retention of all work history, audits, MSDS sheets, and calibration records

Resolving all customer issues concerning certifications of processes, and documentation.

U.S. Army National Guard, Tempe, Arizona 2002 to 2004

13-B (Cannon Crew Member),

11-B (Infantry),

Performed all the duties and responsibilities of a United States soldier honorably discharged.

Education

Red Mountain High School, Mesa Arizona 2003

Academic Diploma

Mesa Community College, Mesa Arizona

2010

Drafting

