

July 1, 2016

I am submitting this resume to obtain a position at your laboratory. My primary interest and area of expertise is Quality Assurance, I have a passion for quality and a desire to continuously improve processes which affect efficiency, precision, accuracy and safety. I am able to self-train and grasp new concepts quickly. My measurement expertise is Physical Dimensional; some of the items I have calibrated are flowmeters, pressure gauges, micrometers, calipers, thread plug gages, gage blocks, flatness and height measuring devices. I have a working knowledge of the Electronics measurement area; I have calibrated devices such as multimeters, counters and attenuators.

I am an American Society for Quality Certified Calibration Technician and have a working knowledge of ISO 9001 practices. I have a comprehensive understanding of R&D, Air Force technical orders 00-20-14 and 33K-1-100-1, generation of calibration and quality documents. Calculated the uncertainty budget and managed proficiency testing for initial ISO 17025 accreditation. I have attended business management courses to broaden my knowledge of and to serve as a vehicle into management. I have worked with the United States Air Force most of my career, I would like to opportunity to work in a commercial environment. My knowledge, skills and desire to learn will be a positive addition to your calibration lab. I am looking for an employer who values the work-life balance. Mid shift, flex-time and production quotas are some of the things I'm seeking in an employer. Single and willing to travel to any location as long as my rescue dogs can come too. Able to move ASAP and start work NLT the 3rd week in July. I produce test equipment efficiently, quickly and with high accuracy. Thank you very much for your time and I look forward to hearing from someone soon.

Janiqua Simon  
Fort Walton Beach, FL  
Contact via e-mail please  
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## Professional Summary:

Metrologist with a passion and enthusiasm for identifying deficiencies and implementing quality as a way of everyday operations. Increasing efficiency, developing controlled processes and maintaining a high output of equipment by using TQM. Pragmatic approach used when identifying the true root cause of a deficiency to reduce the occurrence of multiple repeat failures. Experience with root cause analysis tools, measuring the effectiveness of implemented changes and performing recall analysis. Continuously developing my knowledge, skills and abilities to perform complex and challenging tasks. Ability to self-train on new equipment and tasks. Ability to communicate professionally in speech and text with co-workers, leadership and management to meet customer needs, identify potential problems and reduce expenses. Ability to calibrate, troubleshoot, repair and overhaul equipment to return it to an operational state. Ability to interface with engineers to clarify technical data and gather additional information to maintain the upmost test equipment accuracy, traceability and reliability. A comprehensive understanding of R&D, Air Force calibration program, TQM, The Quality Calibration Handbook on Developing and Managing a Calibration Program, technical orders, NIST and OSHA references. Working knowledge of ISO 9001 practices. Graduate of the United States Air Force Precision Metrology Equipment Laboratory (PMEL) training program. American Society for Quality (ASQ) Certified Calibration Technician (CCT) certified December 2007.

### Areas of measurement expertise include:

Flow (Air/Mass)	Velocity	Pressure/Vacuum
Torque	Force: Compression & Tension	Voltage
Mass	Temperature	Current
Linear displacement	Humidity	Frequency
Flatness	Plugs/Gages	Aircraft Test sets

## Experience

### **Section supervisor Physical Dimensional**

**December 2013 – July 2014**

Precision Measurements, Inc., Fort Walton Beach, FL 32548

- ◆ Managed backlog and reduced turnaround time to better meet customers needs.
- ◆ Worked directly with the company President to gain iso 17025 accreditation. Produced lab uncertainty budgets for physical dimensional and electronics measurement areas. Generated proficiency testing spreadsheets for all ranges, modes and functions needed for uncertainty estimates. Lab was granted accreditation.
- ◆ Trained technicians to calibrate test equipment and calibration standards with little to no assistance. Trained technicians to troubleshoot and adjust equipment with some assistance.

### **Metrologist**

**July 2014 – October 2014**

Amgen, Thousand Oaks, CA 91320

- ◆ Performed high volume calibrations of high accuracy lab standards used in the development manufacture and production of life saving biopharmaceuticals.
- ◆ Generated calibration reports using local computer software, Microsoft Word and Excel.
- ◆ Used best measurement practices while performing calibrations.
- ◆ Replaced damaged PRT's on temperature indicating devices, while using hand tools and soldering.

### **Calibration Technician II**

**December 2013 – July 2014**

Rothe Developments Inc., Tinker AFB, OK 73415

- ◆ Trained multiple people on airflow calibration while being the local expert.
- ◆ Troubleshoot, aligned and replaced components in equipment to return it to an in-tolerance state.
- ◆ Performed complex calibrations to Air Force Standards with minimal to no assistance.
- ◆ Maintained an overall quality record that exceeded lab requirements while at Tinker AFB as a technician.

### **PMEL Quality Assurance (PQA) evaluator**

**February 2011– December 2013**

Rothe Developments Inc., Tinker AFB, OK 73415

- ◆ Spearheaded the development of calibration methodology on Sonic Air flow lab standard. The standard was delivered to laboratories before a repeatable test set-up was established. Lack of methodology lead to increased cost and reduced productivity due to re-working equipment. Worked with equipment designer, technicians and Air Force engineers to develop a comprehensive and repeatable calibration. This included automated calibration software set-up to follow Air Force best measurement practices of sonic air flow meters and mass flow meters.
- ◆ Performed Quality reviews and Process reviews to improve overall lab quality. Process reviews were audits over the shoulder of technicians to observe calibration process. Quality reviews were equipment verification after calibration.
- ◆ Performed recall analysis to determine TMDE that required recalibration due to quality or process nonconformance.

- ◆ Worked with co-workers, leadership and Management to identify and correct possible calibration technical order deficiencies that could affect accuracy, traceability, reliability and safety of test equipment. Local and Air Force wide changes were made from the discoveries.
- ◆ Used computer software and word processing tools to prepare nonconformity, recall and analysis reports. Word, Excel, Access and intranet programs were utilized.
- ◆ Performed calibration on Humidity and Temperature generator for the first time for Air Force Metrology and Calibration (AFMETCAL) quality inspector without error; completion of these inspections without error contribute to the lab becoming certified by the AFMETCAL program.

### **Calibration Technician II**

**March 2008 – February 2011**

Rothe Developments Inc., Tinker AFB, OK 73415

- ◆ Worked with Air Force Metrology and Calibration AFMETCAL engineers to correct deficiencies in the flow and velocity measurement areas.
- ◆ Performed complex calibrations to Air Force Standards with minimal assistance.
- ◆ Calibration of standards including:
  - RPM4 Pressure Standard.
  - Precision pressure gauges
  - FC-20 Flow standard
- ◆ Troubleshoot, aligned and replaced components in equipment to return it to an in-tolerance state.
- ◆ Augmented system to increase calibration of tensiometers, to optimize the output of units, the use of company personnel and resources.

### **Calibration Technician II**

**April 2006 – March 2008**

Future Technologies Inc., Naval Undersea Warfare Center, Newport, RI

- ◆ Performed complex calibrations to Navy Standards.
- ◆ Calibration of standards including:
  - Temperature devices
  - Class S-1 and C Masses
  - Class 2 and 3 Rectangular and Square gage blocks
- ◆ Aligned and replaced components in equipment to return it to an in-tolerance state.
- ◆ Certified equipment while maintaining a 4:1 ratio or better by developing calibration techniques to satisfy the Calibration Lab Research and Development program.

### **Calibration Technician I**

**April 2004 – April 2006**

Science Management and Resources Inc., Maxwell Gunter AFB, Montgomery, AL

- ◆ Performed calibrations to Air Force Standards.
- ◆ Aligned equipment to return it to an in-tolerance state.
- ◆ Maintained 98% quality on all completed equipment.

### **Calibration Technician**

**February 2003 – November 2003**

US Air Force, Mountain Home AFB, Mountain Home, ID

- ◆ Performed calibrations to Air Force Standards.
- ◆ Performed on-site calibrations to Air Force Standards.
- ◆ Prepared and used calibration charts using Microsoft Office Products.
- ◆ Aligned equipment to return it to an in-tolerance state.

### **Calibration Technician**

**January 2002 – December 2002**

US Air Force, Pope AFB, Fayetteville, NC

- ◆ Performed calibrations to Air Force Standards with minimal supervision.
- ◆ Aligned equipment to return it to an in-tolerance state with minimal supervision.
- ◆ Completion of the Air Force Career Development Course (up-grade training) with no failures or need to repeat any courses.

## **Education**

### **2011-2013**

Rose State College, Midwest City, OK, classes for personal development; Introduction to Business, Principles of Management, Office Management, HR Management, Teambuilding, Management Seminar, Principles of Marketing, Into to Investments, Principles of Marketing, Business Math. *Transcript available upon request*

### **December 2007**

American Society for Quality Certified Calibration Technician certification, Newport, RI

### **October 2001**

Precision Measurement Equipment Laboratory Specialist Course, Keesler AFB, Biloxi, MS

**May 1999**

High School Graduation, Lincoln High School, Tallahassee, FL

**References**

**Available upon request.**