****Resume

**[FIRST NAME] [LAST NAME]**

**PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | Add or edit text | E‑mail: | example@mail.com |
| Phone: | 0 00000 00000 | Mobile: | 0 00000 00000 |
| Date of birth: | YYYY/MM/DD | Birthplace: | Add text |

**SUMMARY**

Experiences Quality Assurance professional with QA operation-based skills in ISO0000. I also have experience in creating SOPs based on GCP and managing suppliers (periodic audit, management of summery of monthly defects, management of corrective action of each defect). I have a strong leadership and communication skills in cross functional projects.

**EXPERIENCE**

|  |
| --- |
| **Job title** in **Department** XY, **company, Location (MM/YYYYY -** Present**)** |
| Product line: Drug ××× Oncology  Managed a team of 5   * GQP (Good Quality Practice, Local quality regulation in Japan) establishment and maintenance   + Product batch release to Japanese market, including biotech pharmaceutical products   + Change control, Deviation management, Customer complaint management, Training, Documentation management   + Quality product standards, Technical quality agreement and all SOP establishment and maintenance   + Self-inspection, Guarantee of proper manufacturing and quality control in manufacturers (internal and external) as auditor * Investigational products GMP maintenance   + Product batch release |
| **Job title** in **Department** XY, **Company, Location (MM/YYYY - MM/YYYYY)** |
| Product line: Drug ××× / Diabetes   * Customer complaint handling management, maintenance * Recommended, developed, and reviewed QA standards, policies and procedures for all functions involved with or related to the quality and testing in accordance with company standards * Establishment and maintenance for computer systems |

Resume****

**[FIRST NAME] [LAST NAME]**

**LANGUAGES AND QUALIFICATIONS**

Language 1

Language 2

Language 3

**TECHNICAL KNOWLEDGE**

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

XY 1, XY 2, XY 3, etc.

**EDUCATION**

|  |
| --- |
| **Course of study, Grade: X,X (YYYYYY)** |
| University, Location |
| * Focus points: XY 1, XY 2, XY 3, etc. |
| **Education (JJJJ - YYYY)** |
| Company, Location |
| * Focus points: XY 1, XY 2, XY 3, etc. |