

David Alfonso

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Objective

I want to further my career with a well-respected company and improve the quality of the company through the utilization of my current skills while making myself marketable for advancement from within.

Education

2006 Continuing Education Certificate in Website Development, Illinois Institute of Art
2004 B.A. Multimedia and Web Design, Illinois Institute of Art
2001 General Education, Oakton Community College

Experience

GE Healthcare Arlington Heights, IL
Quality Assurance Administrator Nov 2003 – Present

- Maintain the QA Training Database
- Review of training records for multiple sites
- Weekly/Monthly/Quarterly metrics and reports
- Maintain master training filing system
- Oversight of returns process
- Perform training sessions with new employees
- Field internal questions from all levels of employees
- Support QA department as needed

Document Control Associate Sep 2004 – Present

- Weekly issuance of new versions of standard operating procedures
- 100% reconciliation of batch record history files
- Oversight of periodic review process for site procedures
- Backup support for online document management system
- Administrative functions within department

Cycle Count Coordinator Jun 1998-Oct 2003

- Verify inventory quantities of all inventory to inventory tracking system
- Administer and follow up weekly cycle counts to key warehouse personnel
- Investigate and resolve all inventory count discrepancies
- Key person in developing cycle counting program, including writing SOP's
- Work with all levels of management in multiple departments
- Monthly metrics and reports

Kids R Us Arlington Heights, IL
Early Morning Team Leader / Lead Sales Associate Mar 1994-Jun 1998

- Keyholder / department lead
- Delegate and follow up on tasks to early morning team
- Sales floor merchandising of new inventory
- Customer service on sales floor

Computer // Other Skills

Photoshop, Dreamweaver, Flash, After Effects, Premiere, Director, Sound Forge, Microsoft Office Suite, CSS, SQL, HTML, Crystal Reports, SAP, Trackwise (Team Access), Documentum, Proficient in Windows and Macintosh environments. Bilingual in Spanish.