

# JOLENE ROMERO



## EDUCATION

### Bachelor of Science

2007-2010

*Utah Valley University*

BS in Communications with emphasis in Public Relations

## EXPERIENCE

### Project Coordinator

2023-Present

*CICG*

Supported workflow of daily administrative tasks to achieve targets and deadlines, Collaborated with team members on projects to meet deadlines efficiently., Assisted with training planning, including ordering print materials and supplies, ensuring they would arrive on time.

### Quality Assurance Specialist II

2014-2017

*Great Basin Scientific, Inc.*

Maintained systems to monitor and facilitate timely CAPA closures and confirmed proper investigation had occurred to close complaints. Held weekly MRB meetings, initiated and closed out NCRs. Was responsible for compiling reliability data, identifying and analyzing trends, then presenting information at biweekly management meetings. Regularly updated documents and created document change notices. Performed incoming inspections of raw material parts to confirm parts were made according to spec.

### Document Control Specialist

2012-2014

*Thermal Structures*

Organized and maintained company drawings and documents ensuring that everything was the current revision and up to spec.

## ABOUT

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented.

## SKILLS

Cost Conscious

Researching

Prioritization

Team-Player

Integrity

Organizational Adeptness

## VOLUNTEER WORK

Board of Directors for JHCS

PTO Member

Youth Baseball Coach

## CONTACT

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