

Kathryn C. Nii

████████ ♦ █████████ █████ ♦ █████████ / █████████ ♦ knii@qaltek.com

Summary

Kathryn Nii has extensive experience with multiple industry Quality Assurance Programs in development and oversight activities, including NQA-1 and ISO 17025.

Profile

Motivated, productive, exceptional work ethic, dependable, and flexible with changing situations. I work well with or without supervision and excel at anticipating work needs to complete job assignments accurately and on time.

Professional Highlights

Qal-Tek Associates, LLC

3998 Commerce Circle

Idaho Falls, ID

June 1, 2017 - present

Quality Assurance Manager/Security Officer

Manager: Jeremy Teeples

Perform as the Quality Assurance Manager, ensuring compliance to ISO 17025 and providing oversight to field locations. Provide oversight for facility security upgrades, including personnel verification activities. *From 2017 until present time, attending University of Idaho as a Graduate student.*

Battelle Energy Alliance/Idaho National Laboratory

2525 Fremont Ave

Idaho Falls, ID

November 13, 2006 – May 31, 2017

Labwide Quality Assurance, December 16, 2013-May 31, 2017: 40 hrs/wk

Quality Engineer

Manager: Jeffery Fluckiger

Performed as a Lead auditor on several Nuclear Quality Assurance (NQA) onsite and tabletop supplier evaluations, with an emphasis on NQA-1 Subpart 2.7 (Software Quality Assurance) and Subpart 2.14 (Commercial Grade Dedication). Supported numerous onsite evaluations and internal implementation audits, as an auditor, covering various Quality program standards (i.e., NQA-1, International Standards Organization (ISO) 9001, and ISO 17025). Confirmed suppliers' compliance to quality assurance program requirements, using varying evaluation techniques, and verified effective implementation of those requirements. Established priorities, including scheduling, to ensure BEA met a DOE Requirement deadline for ensuring Suppliers that are evaluated to older versions of NQA-1, were evaluated to 2008/1a-2009. Initiated, implemented, and provide oversight for Receipt Inspection Paperless process. Responsible for oversight of development and implementation of software advances for the Qualified Suppliers List. Data analysis for quarterly reporting of Supplier Evaluation metrics. *From 2013 until August 2014, attended U of I as a student.*

ATR Programs Training, May 17, 2010- December 15, 2013: 40 hrs/wk

Administrative Assistant

Manager: Gary DeLong

Areas of responsibility included development and oversight of department annual budget, performing oversight of corrective actions, managing contracts with the Veteran's Education Department, conduct safety investigations and training assessments. Qualified BEA Instructor. *During this timeframe I attended U of I as a student.*

Document Control, November 13, 2006 – May 16, 2010: 40 hrs/wk

Text Processor

Manager: Linda Reeder

Responsible for working with various BEA and DOE customers on Official Use Only and UCNI documentation, to ensure correct and accurate information was reflected while maintaining confidentiality. Assigned to special project dealing with explosives and security testing.

Nuclear Placement Services,

482 Constitution Way

Idaho Falls, ID (Jim Thompson)

Supervisor: Tiffany Leavitt, August 1, 2005 – November 12, 2006-contract to INL, 40 hr/wk

Responsible for working with various BEA and DOE customers on Official Use Only and UCNI documentation, to ensure correct and accurate information was reflected while maintaining confidentiality.

Education

Bachelor's Degree; Industrial Technology

University of Idaho, College of Engineering (2009 – 2014)

Highlighted Courses:

- Quality Assurance Organization and Management
- Hazardous Materials
- Systems Integration
- Environmental Policy & Law
- Power Generation and Distribution

Other

Received three Excellence Awards for dedication to Laboratory Excellence from 2013-2015.

Received a Peer-to-Peer Award in 2015 for my work in Supplier Quality.

NQA-1 Lead Auditor Qualification

NQA-1 Software Quality Assurance Training (completed 2/26/2016)

Commercial Grade Dedication Training (completed 5/24/2016)