

Lena Jefferson

Quality compliance analyst

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Regulatory-minded analyst with a focus on documentation accuracy

Quality compliance analyst with 6 years of experience ensuring policy adherence in medical device and biotech settings. Skilled in document control, deviation tracking, and CAPA implementation aligned with FDA guidelines.

Key Skills

- CAPA
- Change control
- Compliance audits
- Deviation reports
- FDA regulations
- GMP documentation
- SOP creation

Professional Experience

Quality Compliance Analyst | BioVeritas, Sacramento, CA | April 2020 – Present

- Reduced audit findings by 60% through updated training modules and document control
- Reviewed over 400 SOPs for accuracy and compliance within a 12-month period
- Coordinated CAPA activities following internal and external audits

Document Control Coordinator | MedTech Systems, Davis, CA | July 2017 – April 2020

- Managed controlled document lifecycle and version control
- Tracked and closed non-conformance reports
- Collaborated with QA and operations teams during inspection readiness planning

Education

Bachelor of Science (B.S.) in Biology, May 2017 | University of California, Davis, Davis, CA