

MODEL FOR AN ASSESSOR BIOGRAPHICAL SKETCH*

Title + First Name + Middle Name + Last Name (printed by NIS)

Summary

Describe your current work experience and experience in performing NVLAP assessments or assessments for other accrediting bodies. If you are already a NVLAP assessor, indicate when you started performing NVLAP assessments of laboratories; e.g., since 1998.

Work History and Relevant Work Experience

Describe your work history in narrative form, including employers, positions held, and dates of employment. For each relevant position, briefly describe the experience that demonstrates your qualifications to perform the on-site assessment. Include experience in quality management, as well as experience in testing and/or calibration.

Other activities

Describe in narrative form other activities in which you participate that relate to your qualifications to perform the on-site assessment. Examples of other activities include membership in professional organizations, certifications, and membership on technical committees.

Education, Skills, and Proficiencies

Describe in narrative form your post-secondary degrees (e.g., B.S., M.S., Ph.D.), specialized technical education, language proficiencies, and other educational and professional development accomplishments.

Rev. yyyy-mm-dd (use ISO standard calendar date format)

* **Use personal titles (e.g., Mr., Ms., Dr.) consistently throughout the biographical sketch.**

Limit the biographical sketch to one page, if possible.

The biographical sketch will be printed as a text file, therefore, formatting such bold and underlined characters cannot be used.

See the next page for a worked example 

WORKED EXAMPLE OF AN ASSESSOR BIOGRAPHICAL SKETCH

Ms. Jane Doe

Summary

Ms. Jane Doe is a NVLAP lead assessor and consultant. She also provides training and consultation for information technology laboratory management and production measurements in software manufacturing. She has been performing NVLAP assessments of laboratories since 2000.

Work History and Relevant Work Experience

Ms. Doe was the Quality Assurance Manager with XYZ Communications, Inc., in Palo Alto CA, and Quality, Health/Safety/Environmental Manager at XYZ Communications, Inc. from 1999 to 2004. This position included handling various quality management activities such as: laboratory processes, quality planning, lean manufacturing plans, defect analysis and day-to-day quality activities. Ms. Doe provided laboratory consultation, troubleshooting, and measurement/test training for various corporate locations. The management of the department for Health-Safety-Environmental processes also reported to the Quality function. From 1994 to 1998 she was assigned to special projects for management on implementation of quality management systems, and maintenance. Ms. Doe served as Software Laboratory Manager 1981-1993 and has published papers on Software Laboratory Management. Prior to her management positions, she was a software designer, and quality planner.

Other activities

Ms. Doe is an American Society for Quality (ASQ) Certified Quality Auditor and is certified by the Registrar Accreditation Board (RAB) as a Quality Systems Auditor. Her skills have been proven through actual implementation of software laboratory systems, and quality systems at various XYZ Communications, Inc. centers. She has been the team leader at two facilities for implementation of ISO 9001 and ISO 14001 management systems and a team member for implementation at two other plants. The size of these manufacturing centers ranged from approximately 100 - 1500 employees.

Education, Skills, and Proficiencies

Ms. Doe received her Bachelor's degree in software engineering from ABC University, and served in the U.S. Army as a software programmer. She is proficient in reading and writing Mandarin.

Rev. 2008-11-21