

LONGENECKER and ASSOCIATES

EXPERIENCE SUMMARIES FOR KEY PERSONNEL

Deborah L. Kirby

EXPERIENCE SUMMARY:

Over sixteen years of experience in quality assurance related activities. Proven record in procedure development, audit participation, and training course development and execution. Expertise in organizing, data gathering, and planning.

DETAILED EXPERIENCE:

Booz Allen Hamilton
Las Vegas, NV

Document Mgt. Team Lead
2/00 – Present

- Currently act as a Team Lead within the Performance Management and Improvement group. Responsible for integrating the various functions within the group, including assessments, corrective actions, document hierarchy and development, requirements management, human performance, and lessons learned.
- Develop and revise procedures and other program documents.
- Plan, conduct, and report on assessments.
- Evaluate condition reports, conduct cause analyses, develop corrective action plans, and implement the actions.
- Assigned as the Training Coordinator for the organization
- Assisted in developing and implementing action plans for the Management Improvement Initiative.
- Led a differing professional opinion evaluation team.

CER
Las Vegas, NV

QA Specialist
3/99 – 2/00

- Developed and revised procedures.
- Reviewed design documents, procedures and other program documents.
- Coordinated the submittal of documents to the A/E when required by specifications.
- Developed corrective actions to address deficiency documents.
- Participated on the Process Validation and Re-Engineering effort.

Mactec
Las Vegas, NV

QA Specialist
3/97 – 3/99

- Developed and revised procedures
- Reviewed design documents, procedures and other program documents.
- Coordinated the submittal of documents to the A/E when required by specifications.
- Developed corrective actions to address deficiency documents.

TRW
Las Vegas, NV

QA Specialist
10/95 – 3/97

- Assigned as the Nonconformance Reporting Coordinator which included validating NCRs, evaluating dispositions, verifying the completion of dispositions, and closing out the NCRs.
- Developed corrective actions to address deficiency documents and verified completion of corrective actions.

- Reviewed procedures and other program documents.
- Verified QARD trace tables were completed and applicable requirements were appropriately addressed.

Reynolds Electrical & Engineering Co.
Las Vegas, NV

QA Specialist
1/95 – 10/95

- Conducted audits and surveillances, including the preparation, conduct, reporting, and follow-up activities.
- Participated in approximately ninety percent of the surveillances conducted to ensure quality assurance controls identified in project specifications were addressed in implementing documents.

EG&G/Energy Measurements
Las Vegas, NV

Quality Specialist
6/91 – 1/95

- Led and participated in assessments.
- Developed management plans, procedures, instructions, and strategic plans.
- Directed and participated in several organizational quality improvement teams.
- Assigned as the project leader for the independent assessment program, which included the development and coordination of a company-wide consolidated assessment team.
- Developed and presented assessor and lead assessor training courses.

Science Applications International Corp.
Las Vegas, NV

QA Specialist
9/89 – 6/91

- Participated in audits.
- Reviewed participant quality assurance program plans, procedures, and requirement traceability matrices.
- Maintained the auditor and lead auditor certification files.
- Presented the quality assurance portion of the Yucca Mountain Project Orientation.

EDUCATION:

B.S. Business Administration (Marketing/Management), August 1989
University of Nevada Las Vegas