

# Megan Holloway

## QUALITY COORDINATOR

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### SUMMARY

Quality Coordinator with 3 years in ISO 9001 manufacturing, running document control, nonconformance tracking and audit prep for a 300-person metal stamping plant. Keeps quality control records in Excel and the ERP, coordinates root cause analysis with engineers and supervisors, and turns customer complaint responses around within 48 hours.

### SKILLS

**Other Skills:** ISO 9001, Quality Control, Root Cause Analysis, Document Control, Excel, Microsoft Office, Outlook, Basic Math, Attention to Detail, Organizational Skills

### EXPERIENCE

**Quality Coordinator** 09/2024 - Present  
Upstate Metal Stamping Greenville, SC

*ISO 9001 certified stamping and assembly plant serving appliance and auto customers.*

- Manage document control for **450+** procedures, work instructions and forms, with no revision findings in audits.
- Track nonconforming material reports and supplier returns in Excel, cutting average closure time from 21 days to 9.
- Coordinate root cause analysis meetings on customer complaints and send 8D responses within 48 hours.
- Organize internal audit schedules and evidence for 2 ISO 9001 surveillance audits, both passed with no majors.

**Quality Control Inspector (Part-Time)** 08/2023 - 08/2024  
Piedmont Fastener Works Spartanburg, SC

*Evening-shift inspection at a fastener manufacturer during the final year of school.*

- Inspected 60-80 lots per shift with calipers, micrometers and thread gauges against drawings.
- Recorded results in the quality control database and used basic math to apply sampling plans correctly.
- Quarantined suspect lots and wrote holds that stopped 14 bad shipments in 12 months.
- Measured first-off parts at each shift start and logged results for 3 high-volume header lines.

### EDUCATION

**Associate in Applied Science** 05/2024  
Greenville Technical College Greenville, SC  
Industrial Engineering Technology

### CERTIFICATES

**ISO 9001:2015 Internal Auditor** 06/2025  
American Society for Quality

**OSHA 10-Hour General Industry** 09/2023  
OSHA Training Institute Education Center