

Steven E. George

173 Portales Drive
Aledo, TX 76008
Phone: 817-874-7647
Email: Steve3473@gmail.com

SUMMARY

Certified Lead Auditor with exceptional attention to detail. Expertise is in auditing compliance to regulatory requirements, procedure adherence, engineering, procurement, receipt inspection, records storage, supplier qualification and training. Team player that also works well independently with little to no Supervision. Communicates information to all levels of staff and management in a clear and concise manner.

PROFESSIONAL EXPERIENCE

DP Engineering Ltd., Ft. Worth, TX

June 2014– Present

Quality Assurance Specialist (Consultant II)

- Responsible for implementation and oversight of company's 10 CFR 50 Appendix B Nuclear Quality Assurance Program
- Provide day to day guidance and assistance to engineering staff regarding various aspects of the QA Program
- Audit Team Leader for internal and supplier audits
- Perform periodic surveillances of ongoing and completed nuclear safety related engineering design projects to ensure procedure adherence
- Oversee implementation of the company Correct Action Program (CAP) to ensure timeliness and completeness of CAP related documents
- Perform Extent of Conditions and Root Cause Evaluations
- Develop and make revisions to internal Quality Assurance Procedures
- Maintain awareness of project QA budgets and perform activities within those budgets

DP Engineering Ltd., Ft. Worth, TX

March 2009 – June 2014

Administrative Technician

- Assist the Office Manager in everyday business activities
- Project time tracking for staff and projects
- Assist Project Engineers and Project Managers on the implementation of QA Program Requirements
- Incorporate engineering markups to drawing and calculations
- Review engineering documents for correctness and completeness

SKILLS

- Train and mentor staff on QA Manual/Procedure(s) requirements and how to properly implement them
- Effectively communicate information both internally and externally
- Ability to work under pressure
- Outstanding interpersonal skills; able to develop great working relationships with people at all levels
- Strong attention to detail
- Adaptable and flexible
- Excellent time management
- Working knowledge of Microsoft Office Programs
- Experienced audit team leader
- Able learn new concepts quickly and efficiently

EDUCATION

- Bachelor of Business Administration, Tarleton State University May 2014

CERTIFICATIONS

- Global Quality Assurance May 2014
 - 10 CFR 50 App. B/NQA-1 Nuclear Internal/External Quality Audit Course
- DP Engineering Co. Ltd November 2015
 - DPE Lead Auditor Certified