Tracy Rairigh

Woodland, MI

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Work Experience

**Copywriter**

Rairigh Writing - Woodland, MI

January 2018 to Present

My company offers business and technical writing services for B2B & B2C markets. I specialize in the Agricultural and Manufacturing sectors with a spotlight on the Plastics industry. I provide white papers, case studies, process documentation, product descriptions and a variety of other offerings. [www.rairighwriting.com](http://www.rairighwriting.com)

**Quality Supervisor**

Lacks Enterprises - Grand Rapids, MI

March 2010 to Present

I've worked for Lacks Enterprises in several capacities over the years and am currently in a role as a Quality Supervisor. In this role I supervise a 3-shift quality auditing team. Accurate documentation for auditing purposes is incredibly important as well as completing capability studies and writing quality updates and edits.

Most notable are my recent positions as a launch assistant to program managers at the engineering level and my previous position as a shift supervisor at our corporate lab testing facility. In both positions I've been responsible for document preparation & keeping as well as editing others work.

As the shift supervisor my responsibilities included 6 years of writing and maintaining process and procedure documentation, equipment work instructions which were also used in the training process. I was also in charge of updating chemical lists and MSDS/SDS logs, equipment calibration documentation, safety documentation, testing results, compliance/non-conformance documentation and employee records for my shift.

As a launch assistant my duties included building customs documentation, SDS records, shipping and receiving records for multiple customers, logging purchase order items for multiple customers building shipping documentation and warehouse tracking.

I'm familiar with Share Point, AS400, QAD, Infinity QS Proficient, Microsoft Word, Excel, Outlook, PowerPoint, Adobe Suites and use them on a daily basis as well as Google Docs. I have familiarity with customer facing situations and experience dealing with customers over the phone, through email and in person.

**Educational Paraprofessional**

Maple Valley Schools - Nashville, MI

October 2002 to June 2010

I served as an educational paraprofessional in the special education department. My main duty was to assist a wheel chair bound student to perform daily duties as well as physical therapy and personal care. When needed, I was expected to assist other students with test taking, classroom learning and personal goals and expectations.

Education

**Associate in Plastic/Polymer Engineering Technology**

Grand Rapids Community College - Grand Rapids, MI

August 2013 to April 2018

**High Impact Business Writing- Certificate**

University of California-Irvine

January 2019

**Technical Writing- Certificate**

Moscow Institute of Physics and Technology

January 2019

**Writing for Internet Markets- Certificate**

Education to Go - Instructor Facilitated Online Learning

April 2016

**Medical Transcription- Certificate**

At Home Professions – Fort Collins, CO

**MI Works Keys Test – Certificate**

Eaton County ISD - Charlotte, MI

Skills

SPC Manufacturing Intelligence (Infinity QS Proficient) Data Entry

Adobe Acrobat DC Technical Writing/Editing

Microsoft Office (Excel, Word, PowerPoint Transcription

Specification/ Blueprint Reading Goggle Docs/Sheets

US Customs Documentation Academic Editing

EIS, NJR, R & D Purposing Copyediting

MSDS/SDS SharePoint

ADP Automatic Data Processing System Process Documentation/Description

Laboratory Analysis AS/400 (BPCS, Future 3, Kronos)

Supervisory Skills & Effective Time Management Safety Training Skills

Formatting/Documentation of Work Instructions

Ford GPIRS System, GM Supply Power, NISSAN/Toyota TPROMS Databases