712 Sherwood Drive

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Tonia R. Robinson

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| Summary | Twenty-seven years of experience in a Carbon Fiber laboratory, as well as ISO procedures and internal auditing. I have been the Laboratory Space Manager at the Carbon Fiber Technology Facility since it was established.  |
| StrengthsProfessional Background | Extensive experience in a testing carbon fiberExcellent oral and written communication talentsStrong aptitude to reach goalsDetail orientedDemonstrate expertise in managing multiple tasks and deadlinesExcellent Computer SkillsOak Ridge National Laboratory Oak Ridge, TN*Laboratory Supervisor* 2012 – PresentResponsible for testing and characterizing carbon fiber and associated raw materials and finished products related to research and development at the Carbon Fiber Technology Facility. Activities include:* Selected, procured and installed all equipment in both the wet and dry laboratories.
* Established carbon fiber test procedures based on American Standard Test Methods.
* Lab Space Manager for both the wet and dry laboratories.
* Participate in planning of sampling, testing and characterization protocols for experiments and process trials.
* Prepare and test specimens according to established procedures.
* Maintain clear and complete records of all experiments and conditions.
* Manage a preventive maintenance and calibration program for all laboratory equipment.
* Maintain the Hazardous Materials Management Information System for the Carbon Fiber Technology Facility.
* Custodian for two RCRA Satellite Accumulation Areas.
* Ensure availability of procedures, equipment, tools, materials and all other resources needed to perform laboratory procedures.
* Maintain the Research Hazard Analysis and Control System for the laboratories.
* Train new technicians on laboratory procedures.
* Maintain the Satellite Accumulation Areas for both laboratories.
* Document Control Coordinator for the Electronic Document and Records Management (EDRM) system for the Advanced Fibers Manufacturing group.
* Support Researchers and Principal Investigators (PI) on their testing needs for various projects.
* Member on the Advisory Committee for Team UT-Battelle.

**Tonia R. Robinson Page 2**Advanced Catalyst Systems Maryville, TN*ISO Coordinator*2011 – 2012Responsible for developing a Quality Management System with the goal of becoming ISO 9001:2008 certified. Activities included:* Developed a Quality Manual, Standard Operating Procedures and work instructions.

Toho Tenax America Rockwood, TN *Senior Lab Technician*  1996 – 2010 Responsible for supervising all activities in the Quality Assurance laboratory which included:* Prepared Certificates of Analysis for all products including aerospace grade fibers
* Maintained records for traceability of product from raw material to final product
* ISO 9001:2008 Lead Internal Auditor
* Inspected and released critical raw materials
* Managed calibration and maintenance of laboratory equipment and chemical inventory, including MSDS and proper PPE
* Controlled all non-conforming product inventory and disposition
* Controlled document and ISO procedures maintenance
* Calibrated equipment and maintained records
* Maintained Process Control Documentation for Aerospace grade fibers
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| Professional Societies and Clubs  | Toastmasters International *President of the TIC Talk Toastmasters Club for 2023 – 2024* * Member since September 2019
* Recipient of the *Jim Hart Toastmaster of the Year Award* *2021 - 2022*
* Previously served as Sargent-At-Arms and Vice President of Education

American Society for Quality* Member since January 2022
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|  Academic Background  | Pellissippi State Technical Community College Knoxville, TN *A.A.S. Chemical & Environmental Engineering Technologies** Environmental & Safety Certification
* Recipient of the 1995-96 *Oak Ridge Waste Management Association Scholarship*
* Summa Cum Laude – GPA 3.9
* Advanced Materials Training and Education Center (AMTEC) Program – April 2011
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| **Computer Skill** | * Microsoft Outlook/ Word/ Excel/ Access/ PowerPoint/SharePoint, Oracle and Bigfoot.
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