

Angie Smallwood

aksmallwood@msi-aqr.com

(678)654-1939

Training / Certifications:

MSI, LLC; <i>Internal Auditing to AS9100D</i>	<i>June 14 & 15, 2023</i>
Moore Solutions Inc.; <i>Project Management Ready</i>	<i>February 22, 2023</i>
Project Management Institute (PMI); <i>Certified Member</i>	<i>2023</i>
SAE International; <i>ISO 9001:2015 Overview</i>	<i>March 14, 2023</i>
Project Management Institute; <i>PMI Project Management Ready</i>	<i>March 22, 2023</i>
ServiceNow Fundamentals; <i>Certified System Admin</i>	<i>October, 2022</i>

Work Experience:

Management Systems Improvement LLC, <i>Management Specialist</i>	<i>March 2023 - Present</i>
<ul style="list-style-type: none">• Perform internal audits in accordance with ISO 9001• Develop internal audit methodologies and tools.• Implement project management goals through documentation, processes, and scope development	
Hamp and Harry's, <i>Beverage Manager</i>	<i>December 2021 - October 2022</i>
<ul style="list-style-type: none">• General maintenance/upkeep on the bar• Overseeing employees and activities• Planning events and garnering business	
Hector Wine Company, <i>Grape Harvest Intern</i>	<i>August 2021 - October 2022</i>
<ul style="list-style-type: none">• Learning local harvests and craft specialties• Working with a large team for long hours• Develop customer-specific service experiences	
Sonny's BBQ, <i>Server, Cashier, Food Prep</i>	<i>2016-2017</i>
Pita, <i>Cook, Cashier, Food Prep</i>	<i>2015-2016</i>
Baby Jane's Buffet, <i>Hostess, Server, Food Prep</i>	<i>April 2015 - July 2015</i>
Vector Marketing, <i>Sales Associate</i>	<i>February 2015 - March 2015</i>
Drivers Supply, <i>Sales Associate, Cashier</i>	<i>2012 - 2013</i>

Education:

Young Harris College, *Young Harris, GA*
Bachelor of Fine Arts, Phi Delta Sorority President



Management Systems Improvement, LLC