



## **Maria De Sousa**

### **Associate**

Quality & Compliance Services Inc. benefits from Maria's strong communication and organizational skills, an aptitude for transforming technical and jargon-laden information into clear and simple language, as well as the ability to improve efficiencies by implementing and automating processes.

As a senior technical writer with over ten years experience, Maria has written manuals/online help, developed style standards and procedures, designed Web sites, published customer newsletters, written proposals, and provided software technical support. Maria also has experience in Administration and Marketing/Sales Support, where she has improved efficiencies and implemented cost-cutting measures. Maria has a diploma in Chemical Engineering Technology and experience in quality assurance and regulatory affairs.

### **CONTINUING EDUCATION, CAREER DEVELOPMENT**

- GMP Training, Fundamentals, Q&C
- Technical Writing Course, Q&C
- Business Writing and Grammar refresher course, Skillpath