



# Sandra M. Carr-Moore

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## Profile

In her various capacities, with over her twenty five (25) years of experience, Ms. Sandra Carr-Moore has been involved with the coordination and implementation of numerous projects, office procedures and frequently had responsibility for overseeing and supervising the work of junior staff. She has a proven track record of meeting deadlines, being highly organized, and efficiently prioritizing and handling multiple tasks. Ms. Carr-Moore also has a solid ethical background with a professional commitment and responsibility, a high communicative outlook, adaptability to changing situations, as well as an excellent attitude when dealing with stakeholders. She is skilled at working with teams, persistent and focused on getting the best results consistently.

Being from a humble background, Ms. Carr-Moore successfully pursued and completed a five (5) year bachelor's degree of advance study at the University of Technology, Jamaica (UTECH) in Business Administration - chosen major being Production & Operations Management and a minor of Marketing. This programme focused on and prepared her to manage the operations of a variety of companies; from small enterprises to complex, computer-integrated organizations. The modules she studied included operations planning and control, financial accounting, corporate strategy and governance, database management, decision support (mathematical modeling) systems, business marketing, distribution management, organizational design and change, and operations management. Further related formal training sessions concluded by Ms. Carr-Moore include:

- ISO 15189 & Accreditation Seminar Upgrade, Jamaica National Agency for Accreditation (JANAAC) [2014]
- Taking Effective Corrective Actions, JANAAC [2012]
- DigitalPT Informatics Systems for HealthMetrx Inc., DigitalPT & HealthMetrx [2009]
- ISO 17025 & Accreditation Seminar, JANAAC [2009]
- ISO 15189 & Accreditation Seminar, JANAAC [2009]
- Supervisory Management, Tax Administration Services Department (TASD) [2003]

Her involvement with Quality Management Systems (QMS) includes the facilitation of several training sessions in ISO Standard and supporting systems. ISO Standardization and total quality management were key topics included in her formal training and which cemented her work with the National Accreditation Body (NAB) of Jamaica, the Jamaica National Agency for Accreditation (JANAAC), where she was employed as the Accreditation Officer of the Agency. Ms. Carr-Moore provided liaison training/supervisory and administrative support to the over one hundred (100) contracted assessors to the Agency and provided one-on-one sessions with the Conformity Assessment Bodies (CABs) on the their role in the accreditation process and applications for accreditations.

She has also worked as a Consultant under her "trading-as" name RovingAssistant.Com (RAC) with several companies and consultants to develop, upgrade and implement QMSs, to include the training of staff on the completed systems to ensure successful implementation. As a part of a team or individually, her contributions have played a vital role in the effective execution and smooth-running of the entities of her employ throughout the industries.

Further details may be found on her LinkedIn profile <https://www.linkedin.com/in/smcarrmoore>.

### Career Objectives

To add value both within and without of the scope of my assignments, whilst making the most efficient and effective use of the available resources.

To facilitate the successful achievement of project's/company's overall goals and objectives.

### References

Available upon request