712 Sherwood Drive

Rockwood, Tennessee 37854

Cell: 865-256-3778

robinsontr@ornl.gov

Tonia R. Robinson

|  |  |
| --- | --- |
| 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. |
| Strengths  Professional 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 Skills Oak Ridge National Laboratory Oak Ridge, TN  *Laboratory Supervisor* 2012 – Present  Responsible 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 – 2012  Responsible 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 |
| 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 |
| 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 |
| **Computer Skill** | * Microsoft Outlook/ Word/ Excel/ Access/ PowerPoint/SharePoint, Oracle and Bigfoot. |