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MISSION PROFILE For:



Quality Assurance Specialist
Indianapolis, Indiana

I. COMPANY PROFILE:

www.humanizingtechnologies.com
www.lifepage.com

“Humanizing Technologies is a team of professional technologists dedicated to building world-class products that ‘humanize technology’”

Humanizing Technologies was established to discover, develop and deliver the next great homepage experience. Most technology in today’s marketplace is designed for no one in particular and doesn’t meet the needs of any single individual. Millions of people are forced to adapt themselves to the same “top down” features and functions. Humanizing Technologies (HT) was formed to develop technology that is “user-centric” rather than “technology-centric”.

HT recognized that people no longer wonder whether information is available on-line, but rather desire the ability to efficiently access, organize and manage it to enhance productivity in their business and/or personal lives. Thus was born LifePage ISP and LifePage Enterprise Edition (EE) products.

II. CULTURE:

True technologists just can't stop thinking about tomorrow. The future always looks bright; the question is who and what will help get us there? Even the grinding downturn of the past three years has hardly dampened the enthusiasm among true entrepreneurs, technology executives and investors. At HT, that spirit is alive and well.

The technologists at HT are true software engineers both as individuals and as team members. Those team members, through vision and ingenuity, have enabled HT to develop a revolutionary product which enables internet users to manage and access information from their personal homepage.

The product itself was conceptualized, planned and developed in "stealth mode" to enable the company to launch with functional confidence and minimize viable competition. As the product is rolled out and embraced by the market, customers will drive future version upgrades which will require on-going team effort.

Despite the excitement of developing and launching this revolutionary product, the company recognizes that a healthy employee work/family-life balance is essential for long-term enthusiasm and success.

It is clear that a strong architectural plan with input from all team members along with detailed communications among the team and the engineering manager have created a vastly different, participative and delivery working environment. The continued commitment to creating "bleeding edge" technology and an atmosphere that embraces change are foundational characteristics of this poised technology company.

III. POSITION DEFINITION, SCOPE OF WORK TO BE PERFORMED AND QUALIFICATIONS:

Position Title: Quality Assurance Specialist

Position Reports To: VP of Software Engineering

Position Manages: None

General Function: Develops, publishes, and implements test plans. Mentors and provides quality leadership for the software Engineering team members. Develops quality assurance standards, processes and procedures. Defines and tracks quality assurance metrics and reports. Participates in design activities and conducts quality oversight to ensure conformance to standards and specifications. Makes recommendations to improve the quality of software products and the company's quality processes.

Primary Duties/Responsibilities: You will be a member of a talented team that will perform all quality tasks associated with the full system development life cycle. Activities will include:

- Execute quality oversight for all software product deliverables.

- Develop and lead execution of all product system testing activities.
- Compare and communicate all discrepancies between requirements, design, and testing activities.
- Immediately communicate all issues, concerns, constraints, and risks to supervisor. Especially those that might impact product/project deliverables.
- Ensure compatibility of our products across all supported platforms.
- Lead the defect tracking and resolution activities and ensure conformance and completeness.
- Participate in all quality aspects of software development.
- Incorporate industry standards and best practices in all quality and testing activities.
- Provide oversight to ensure all SDLC outputs are completed.
- Be the quality expert and software best practices expert for the team. Document and communicate best practices for UI based software products.
- Document and communicate all processes related to your essential job functions.
- Identify and communicate required software quality and process improvements.
- Implement test automation.

Education: BS degree in computer science or engineering

Knowledge/Skills/Experience: Requires 5-7 years of experience functioning as a Software QA Specialist. Must be familiar with all business functions of a company. Should be comfortable interacting across internal teams and working with various personalities. Experience in software quality assurance and automation required.

Person has to have demonstrable experience in:

- § developing and writing Test Plans
- § developing and writing Test Cases
- § developing and writing FAQs and Quality Reports
- § software QA automation

Technical environment surrounding product development consists of:

- Java / J2EE
- Microsoft .NET
- MySQL
- Apache
- Linux
- Javascript
- Internet Explorer
- Web Enabled Software
- Windows Application Software
- HTML / XHTML / DHTML
- Web Services
- Linux

Professional Certifications (required): **NONE**

Successful Personality Traits:

- Self-Starter
- Patient
- Strong communicator
- Extremely Analytical
- Highly Motivated
- Attention to detail

- Visionary
- Strong listening skills
- Thorough in documentation
- Thorough and attentive listener
- Ability to state their opinion
- Personable
- Diplomatic

Immediate Performance Objectives:

- Understand strategic product objectives
- Begin software QA automation initiatives
- Write clear, unambiguous test plans and test cases
- Participate in product design and oversight activities

6 Month Performance Objectives:

- Define career goals while at HT and beyond with timeframes
- Define training plan and align with job responsibilities
- Complete tasks and product milestone to schedule
- Support team members of completion of project and ancillary tasks
- Define, document, and execute supporting processes as required
- Initiate and execute software QA processes

One Year Performance Objectives:

- To be established based on company and personal goals

II. CANDIDATE CORRESPONDENCE TO THE MISSION PROFILE:

1. Describe your last 2 software projects and QA methods and tools you used.
2. Describe your experience with test automation.
3. What key information do you typically include in test plans and test cases?
4. Describe how you have been involved with defect monitoring and resolution.
5. Why are you considering leaving your current employment? (Or if unemployed, why did you leave your past employment?)
6. What are you looking for in your next employer?