

RESUMEDS

ADDRESS: 8888 Alvarado Street, Los Angeles, California 90026 PHONE: 234.567.8888 EMAIL: contact@resumeds.com

QUALIFICATIONS PROFILE

- **Innovative, performance-focused, and solutions-driven professional**, offering extensive experience in laboratory and clinical research, administrative support, program management, and counseling across medical, pharmaceutical, and corporate settings.
- **Dedicated researcher**, armed with wide-ranging understanding of good manufacturing practices (GMPs); statistical process control; and polymerase chain reaction (PCR), western blot, and electrophoresis methods.
- **Highly productive and focused achiever**, constantly seeking out and implementing numerous research-driven best practices to increase overall effectiveness in all fields of endeavor.
- **Fluent in Bosnian and English, with basic knowledge in Spanish**; equipped with keen attention to detail and well-defined analytical, technical, communication, problem-solving, and presentation aptitudes.

CORE COMPETENCIES

Research and Development
Regulatory Compliance and Standards
Experimental Design
Strategic Planning and Analysis

Administrative and General Management
Sales and Business Development
Technical Support
Organizational Leadership and Team Building

EDUCATION

Coursework in Microbiology and Hematology: 2011
University of North Dakota | Grand Forks, ND

Bachelor of Science in Biology, with Emphasis in Molecular and Microbiological Sciences: 2010

University of California, Irvine | Irvine, CA

*Relevant Coursework: Organic Chemistry | Physical (General) Chemistry | Physics, Hematology, Molecular Biology
Microbiology | Cell Biology | Developmental Biology | Neurological Sciences | Language and the Brain*

CREDENTIALS

Certified Pharmacy Technician | Department of Consumer Affairs, Board of Pharmacy

WORK EXPERIENCE

Account Producer/Assistant Vice President: Sep 2013–Present

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- Conduct site visits to consistently guarantee adherence of all companies to standard operating procedure (SOP) and material safety data sheet (MSDS) standards.
- Proficiently draft and publish case report forms (CRFs) for clients to monitor all adverse events and prevent future accidents.
- Work collaboratively with a wide array of biotechnology, healthcare, scientific, research, laboratory, and rehabilitation companies; as well as with numerous clients, such as VIVA Life Science, DaVinci Biosciences, Robinson Pharma, Ambry Genetics, Akua Rehabilitation and Detox Center, and Passages Malibu.
- Render assistance with clients regarding alternative and cost-effective initiatives to significantly transfer risk.
- Take part in analyzing clients' current risk management processes, as well as in expertly identifying gaps and deficiencies.

Donor Allocation Organ Specialist; Administrator on Call: Sep 2011–Sep 2013

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- Established a reputation for continuously handling increasing responsibilities by serving on multiple roles, which included the following:
 - *Primary liaison for local transplant centers, tissue processors, research facilities, as well as hospital and recovery site personnel*

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- Administrator on call for organ referral triage and organ abdominal allocation
- Proactively participated at quarterly transplant forums for abdominal organs, as well as annual tissue processor presentations, which included MTF, CryoLife, RTI International, and LifeNet.
- Assumed full accountability in overseeing and implementing the following key duties institution-wide:
 - Diagnostic testing approval on donors as requested by transplant surgeons and coordinators
 - Efficient allocation of organs and tissues for research and transplantation, as well as coordination of recovery arrangements
 - Evaluation of relevant donor medical records to identify the donor's suitability for recovery
 - Development of model for neonatal anencephalic donation and allocation, as well as SOPs for anencephalic donation and neonatal organ placement
- Developed and conducted quarterly in-services presentation to hospitals within the OneLegacy area on neonatal donation; and presided over training for all staff members to strengthen knowledge on donor allocation coordination for organ and tissue.
- Communicated with onsite procurement transplant coordinators on donor stability, management, and medication administration.

Molecular Genetics Laboratory Associate III: Jul 2010–Sep 2011

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- Leveraged outstanding research expertise in utilizing and overseeing the following key initiatives:
 - Next-generation sequencing (NGS), DNA extraction and quantification, data analysis, hybridization, and quality assurance and control
 - Various diagnostic protocols, including the Jewish Panel, Snapshot, Fragile X, and Sequencing
- Facilitated new staff training to perform all assigned duties, including DNA extraction and final data analysis.
- Directed a team to oversee cystic fibrosis and deep vein thrombosis work stations; and participated in implementing and designing DNA extraction processes and research objectives
- Actively engaged in quality analysis activities with the Molecular Genetics and Microbiology departments.

ADDITIONAL EXPERIENCE

State Certified Pharmacy Technician: Mar 2007–Mar 2010

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- Rendered excellent customer service, as well as education to patients on medication frequency, purpose, and possible adverse reactions.

Fitness Coordinator: Jan 2006–Mar 2007

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- Initiated the evaluation and monitoring of members' fitness levels by proficiently measuring weight, blood pressure, heart rate, and body mass index (BMI).

Summer Camp Counselor: Jun 2006–Sep 2006

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- Progressively led various activities to a group of 30 children and teens, which included special, interactive sessions encompassing teaching healthy eating and exercise habits.

TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, and PowerPoint) | Microsoft Publisher

Adobe Photoshop

Cloud, Salesforce CRM, and Epic Systems

Internet Applications