

OBJECTIVE: Quality Engineer or Specialist position where three years of quality systems experience will add value to pharmaceutical operations

EDUCATION: Bachelor of Science Applied Biology, May 2007 GPA: 3.91/4.0
Minor in Biochemical Engineering
Rose-Hulman Institute of Technology, Terre Haute, IN

ADDITIONAL TRAINING Rose-Hulman Institute of Technology, Terre Haute, IN
Senior research thesis work fabricating collagen fibers to simulate the ACL tendon
CT Consulting, Terre Haute, IN
Advanced Training in Microsoft Word & Excel
Ivy Tech State College, Terre Haute, IN
Safety & Regulatory Compliance for Biotechnology

SKILLS: Proficient in Microsoft Visio, PowerPoint, Outlook, and Minitab statistical software
Professional written and verbal communication skills in a business setting

EXPERIENCE: Pfizer Global Manufacturing, Terre Haute, IN 12/04 - present (full & part time)
Quality Systems Assistant/Co-op

- Complete Annual Product Record Reviews (APR) including investigation and analytical data trending for all site products
- Write and revise standard operating procedures to include regulatory compliance requirements
- Perform audits of validation protocols: IQ's, OQ's, & PQ's to ensure completion and accurate documentation
- Assist with change control follow-up and closure
- Assisted with preparation of training for electronic change control management system
- Created process flow maps for production processes highlighting critical parameters
- Assisted with supervising group of temporary employees for a record removal project

Pfizer Global Manufacturing, Terre Haute, IN 6/03 - 9/04 (9 mo. full time)
Engineering Assistant/Co-op

- Implemented preventive maintenance plan for the site waste water treatment plant
- Initiated, compiled, and completed several small capital projects
- Designed & created entire equipment history filing system
- Wrote, edited, and formatted SOP's for Engineering and Utilities

Steimel Communications, Inc., Sullivan, IN 8/99 - 8/02
Office Assistant

- Performed administrative and marketing assignments for telecommunications company
- Created contact management database
- Updated all files to a new system and kept it up-to-date

HONORS & ACTIVITIES: Eli Lilly Endowment Scholarship (full tuition scholarship)
Alpha Lambda Delta (honorary fraternity, top 20% of class)
Rose-Hulman Cheerleading Squad; Member 1 year, Co-captain 2 years
Chi Omega Sorority, BMES, & ISPE, member
Career Fair Team, Recruitment Committee Member
10-year 4-H member

References available upon request