

Larson Hunter Jones, PMP

Madison, New Jersey 07940

Larsonhjones@gmail.com | (908) 307-5631 | Larsonjones.com

LinkedIn: <https://www.linkedin.com/in/larsonjones>

EDUCATION

Virginia Polytechnic Institute and State University (Virginia Tech)

Blacksburg, Virginia

August 2014 – May 2018

- *Bachelor of Science in Applied Economics: Minor in Business*
- Honors: Aaron Slack Memorial Diversity/Social Justice Fund Scholarship
- Relevant Coursework: Analytic Methods in Applied Economics, Economic Analysis and Management, Microeconomic and Macroeconomic Theory, Econometric Methods, Accounting I-II, Statistical Methods I-II, Operations and Supply Chain Management

WORK EXPERIENCE

Sanofi

Bridgewater, New Jersey

March 2023 – Present

Quality Coordinator (Activity Lead)

- Successfully led initiatives to automate antiquated QCS (Quality Control Services) processes including the inspection of audit-related activities, ensuring effective oversight of vendor activities in their area of expertise while simultaneously reducing necessary FTE (Full-Time Equivalent) for QCS and increasing overall efficiency for all of Clinical Documentation.
- Communicated instructions collaboratively to internal and external vendor teams, ensuring adherence to best practices and efficient communication in operational meetings with Clinical Documentation teams and external partners.
- Developed and maintained trackers to organize and track deliverables, contributing to streamlined processes and improved efficiency across the board.
- Demonstrated expertise in resource allocation; calculating complexity, document completion time and adjusting workload forecasts accordingly for optimal resourcing activities.
- Validated deliverables for compliance, measuring and providing feedback to vendors for continuous improvement in the quality of clinical documents.
- Implemented creative thinking to leverage vendor skill sets by delivering train-the-trainer type training, developing SOPs, quality manuals, and process guides; contributing to a common understanding and compliance across internal and vendor teams.
- Managed multiple concurrent projects, effectively anticipating/reassigning tasks based on priority and adapting to changing environments to support Clinical Documentation's transition to a new preferred vendor model/interfacing with various business functions.

The Estée Lauder Companies

Melville, New York

August 2021 – March 2023

Associate Project Analyst

- Led high-impact projects addressing ILN discrepancies in product labeling, mitigating a potential risk of \$200M+. Conducted weekly meetings with Senior Management, presenting metrics on ROI and strategically resolving issues to ensure compliance and protect revenue.
- Provided regular Bi-Weekly updates to GBSC and cross-functional partners on the status of Discontinued Raw Materials, ensuring transparent and timely communication. Prepared and delivered insightful PowerPoint Decks for Bi-Weekly and Monthly Meetings, facilitating clear understanding of project progress. (Designed and presented Dashboards encompassing the complexity of it all, XLOOKUPS, Pivot Tables and Pivot Charts)
- Maintained and analyzed the BCL (Business Continuity Lab) Database, demonstrating a commitment to data integrity and enabling informed decision-making within the organization. Collaborated with BCL/Branded Labs and GBSC teams to assess the need for reformulation or discontinuation of current formulas, showcasing analytical skills in data-driven decision processes. (Successfully closed out 57 of 110 Projects this fiscal year alone)
- Proactively managed project risks, defining mitigation strategies in collaboration with stakeholders and escalating issues as needed, showcasing a commitment to project success. Collaborated with the team to provide valuable input on continuous improvement options for the process, contributing to the overall efficiency and effectiveness of the team.
- Requested and managed IT requests when needed for reformulation streams, demonstrating a proactive approach to addressing technological requirements and streamlining project processes. Provided support to Management in the coordination of other complex projects across multiple brands, showcasing versatility and adaptability in handling diverse responsibilities.

Hamburg Süd North America

Morristown, New Jersey

February 2020 – August 2021

Business Analyst

May 2019 – February 2020

Business Partner Coordinator

- Served as the primary point of contact for Region North America (RNA), cultivating meaningful customer relationships. Responded to inquiries and concerns, providing researched recommendations to managers.
- Evaluated, analyzed, and communicated corrections for all database tables to maintain data integrity in proprietary booking and documentation systems. Executed system processes, delivering regular status reports (using Macros, VLOOKUPS and Pivot Tables) to relevant stakeholders.
- Monitored and controlled the electronic transfer of data with customers and vendors, enhancing the organization's capacity to meet and exceed customer requirements.
- Developed and executed precise management plans for each project, emphasizing transparent communication across all organizational levels.

SKILLS

Software: Microsoft Office (Excel, Outlook, PowerPoint & Word) Access, Forms, HTML, Office Scripts, Pivot Tables, Power Apps, Power Automate, Power BI, Project, SAP, SharePoint, Smartsheet, SQL, Tableau, Veeva Vault, VLOOKUP, XLOOKUP