Mackenzie Saideman

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EDUCATION

University of California, San Diego   **La Jolla, CA**
Major: Marine Biology   *June 2019*
Minors: Business and Environmental Studies

University of California, San Diego   **La Jolla, CA**
Full Stack Web Development Bootcamp   *November 2021*

PROFESSIONAL EXPERIENCE

On Lok   **San Diego, CA**
Project Manager   *Apr 2021 – Mar 2022*
- Coordinate cross-functional teams in pilot vaccination program by On Lok Healthcare staff.
- Oversee communication and reporting with established partnerships.
- Gather and synthesize vaccine education and information from reputable sources to distribute to clients.
- Collaborate and provide support for data collection and metrics reporting to internal/external stakeholders.
- Create reports, documents, and surveys using On Lok's approved platforms and software.
- Disseminate information to key program staff and C-Suite on on-going basis related to project deliverables.
- Outline tasks involved in all phases of the projects using Smartsheet.
- Lead external communication efforts and coordinate translation of document needs (Spanish/Chinese).

Sorrento Therapeutics   **San Diego, CA**
Project Coordinator   *Sep 2020 – Apr 2021*
- Coordinate and manage activities in compliance with applicable regulations and SOPs.
- Strong vendor and resource management skills to set up and continually provide for Clinical Lab.
- Coordinate with vendors to implement software for the CLIA lab and provide administrative support.
- Coordinate documentation for final CLIA/ CAP packet. Primary site administrator for QMS software.
- Determine budget, timeline, and deliverables for the department's projects using Microsoft Project.
- Support project initiatives including planning, workflow, and tracking.
- Assist cross-functional teams and stakeholders to ensure company's goals and objectives are met.
- Analyze and present reports to key stake holders, customers, and leadership.

Argen Corporation   **San Diego, CA**
Project Coordinator   *Oct 2019 – Sep 2020*
- Monitor the creation of new customer accounts and run trend reports on customer ordering patterns and issues.
- Load Customer pricing into order management system and perform data cleanup projects using Excel.
- Post new products to website and update existing product information using admin tools.
- Support the launch of new products by working closely with Project Management and the Customer Success Team.
- Develop and evolve existing processes to improve department workflow, such as product complaint handing.
- Perform internal audits of complaint investigations using Sales Force and track projects using Agile Smartsheet.

Catalent Pharma Solutions   **San Diego, CA**
QA and Manufacturing Associate   *Feb 2018 – Jun 2019*
- Assignment of numbers for various documents, which may include: change control, part and lot numbers, certificates of analyses, technical reports and test methods, investigation and variance numbering logs and protocols.
- Filing and scanning of data, reports, calibration, and training records, assembly of manufacturing turnover packages
- Perform internal audits of the analytical laboratories and assist with on-going quality improvement projects under supervision.
- Formatting and word processing SOP changes and updates. Tracks progress of revised documents through the change control process.

La Jolla, CA
Scripps Institute of Oceanography   *Jun 2017 – Feb 2019*
Scientific Illustrator and Research Analyst
- Preparation of scientific illustrations using Photoshop for a textbook Dr. Greg Rouse is writing.
- Optical fluorescence characterization of GFP in coral tissue using excel for data analysis.

PRODUCTS

Petfinder Application   **San Diego, CA**
Front-end Developer   *Jun 2021 – Jul 2021*
- Develop pet search application using Petfinder API, OpenWeatherMap API, GoogleMaps API, and Tailwind CSS.
- Deployed URL: https://msaideman.github.io/find-your-forever-friend/.

Professional README Generator   **San Diego, CA**
Back-end Developer   *Jul 2021 – Aug 2021*
- Develop README generator using Javascript , json, npm and Node.js.
- Github URL: https://github.com/MSaideman/professional-README.

PROJECTS
Vaccine Accessibility   **San Francisco, CA**
Community Outreach Project Manager   *Apr 2021 – Sep 2021*
- Manage vaccination effort for over 30 homebound seniors, ages 55 to 105, through outreach, education, and referrals with the San Francisco Department of Public Health.
- Oversee communication with partners, such as Kaiser, Lyft, AAMG, Self Help for the Elderly, and Leah's Pantry.

Clinical Lab   **San Diego, CA**
Agile *Project Manager*   *Sep 2020 – Feb 2021*
- Manage the creation of a clinical lab from construction to collecting samples for testing.
- Coordinate and provide support for 10 small projects during 6 month time period.

Complaint Handling   **San Diego, CA**
Lean Project Manager   *Dec 2019 – Sep 2020*
- Create and implement improved process for case complaint handling using Salesforce company-wide.
- Audit process, train cross-functional teams, and provide performance reporting to upper management.

LEADERSHIP EXPERIENCE
Greek Gone Green   **La Jolla, CA**
President   *Sep 2017– Apr 2019*

SKILLS
Languages: SQL, HTML, CSS, Javascript
Technical: MS Project, Agile Smartsheet, QAD, Hugenx (LIMS), MediaLab (QMS), Sharepoint, Visio, Photoshop, Github, jQuery, Ajax, Web and Third-Party APIs, Bootstrap, Node.js
Soft skills: Communication, Time Management, Adaptability, Critical Thinking

ADDITIONAL INFORMATION
LinkedIn Profile URL: https://www.linkedin.com/in/mackenzie-saideman-2a36b8148/
Github Profile URL: https://github.com/MSaideman
Interests: Music festivals, traveling, activism, hiking, and surfing