

Mackenzie Saideman

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EDUCATION

University of California, San Diego

Major: Marine Biology

Minors: Business and Environmental Studies

La Jolla, CA

June 2019

University of California, San Diego

Full Stack Web Development Bootcamp

La Jolla, CA

November 2021

PROFESSIONAL EXPERIENCE

On Lok

Project Manager

San Diego, CA

Apr 2021 – Sep 2021

- 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

Project Coordinator

San Diego, CA

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

Project Coordinator

San Diego, CA

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 handling.
- Perform internal audits of complaint investigations using Sales Force and track projects using Agile Smartsheet.

Catalent Pharma Solutions

QA and Manufacturing Associate

San Diego, CA

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.

Scripps Institute of Oceanography

Scientific Illustrator and Research Analyst

La Jolla, CA

Jun 2017 – Feb 2019

- 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.

PROJECTS

Vaccine Accessibility

Community Outreach Project Manager

San Francisco, CA

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

Agile Project Manager

San Diego, CA

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

Lean Project Manager

San Diego, CA

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

President

La Jolla, CA

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

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