

# 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 – 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**

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, 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