Mackenzie Saideman

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OBJECTIVE
Seeking a challenging role in software development where I can use my scientific background and experience in project management to grow an organization, as well as myself.

EDUCATION
University of California, San Diego   **La Jolla, CA**
BS | Major: Marine Biology | Minors: Business and Environmental Studies   *June 2019*
University of California, San Diego   **La Jolla, CA**
Certificate | Full Stack Web Development Bootcamp   *November 2021*

TECHNICAL SKILLS
Languages: SQL, HTML, CSS, Javascript
Technical: Github, Ajax, Web and Third-Party APIs, RESTful APIs, MySQL, MongoDB, MVC, Heroku, jQuery

PRODUCTS
React Portfolio   **San Diego, CA**
- Develop full stack portfolio using ReactJS, Javascript, Material UI, and Bootstrap.
- Deployed URL: https://msaideman.github.io/react-portfolio/
- GitHub URL:https://github.com/MSaideman/react-portfolio

Blossom Babies   **San Diego, CA**
- Develop daycare application using ReactJS, GraphQL, Material UI, Apollo Express, Mongoose, and Cloudinary.
- Deployed URL: https://devdaycare.herokuapp.com/
- GitHub URL:https://github.com/sangeethaNR/DevDayCare

Budget Tracker   **San Diego, CA**
- Develop full stack budget tracker with online/offline capabilities using MongoDB, IndexedDB, PWA, and Javascript.
- Deployed URL: https://desolate-sea-81063.herokuapp.com/
- GitHub URL: https://github.com/MSaideman/budget-tracker

Event Page Application   **San Diego, CA**
- Develop full stack event page using MVC paradigm with RESTful APIs, MySQL, JAWDB, and Javascript.
- Deployed URL: https://serene-basin-19147.herokuapp.com/
- GitHub URL: https://github.com/MSaideman/Event-Listener-App

PROJECT MANAGEMENT SKILLS
Technical: MS Project, Agile Smartsheet, Hugenx LIMS, MediaLab QMS, Sharepoint, Visio, Photoshop, Excel
Soft skills: Communication, Time Management, Adaptability, Critical Thinking

PROJECTS
Vaccine Accessibility   **San Francisco, CA**
Community Outreach Project Manager   *Apr 2021 – Present*
- Manage vaccination effort for 30+ homebound seniors through outreach, education, and referrals with the SFDPH.
- 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 – Apr 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 using MS Project.

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.

PROFESSIONAL EXPERIENCE

On Lok   **San Diego, CA**
Project Manager   *Apr 2021 – Present*
- 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).
- Create yearly plans for cross-functional teams including deliverables, financial tracking, and goals via Smartsheet.

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.
- Independently track all ongoing projects and provide weekly update on progress.
- 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.
- Backfill and cross train for other department duties as needed.Catalent Pharma Solutions   San Diego, CA

Catalent Pharma Solutions   **San Diego, CA**
QA and Manufacturing Intern   *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 turn over packages.
- Maintain the official FORMs cabinets as needed.
- Perform controlled document updates for SOPs, FORMs, Test Methods, Protocols, and Specifications.
- Perform internal audits of the analytical laboratories and Quality Assurance systems.
- 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   **La Jolla, CA**
Scientific Illustrator and Research Intern   *Jun 2017 – Feb 2019*
- Preparation of scientific illustrations using Photoshop for a textbook Dr. Greg Rouse is writing
- Researched Green Fluorescent Proteins and used different software (ImageJ, QCapturePro, SpectraSuite)
- Excellent skills with Nikon SMZ1500 microscope and USB4000 spectrometer

LEADERSHIP EXPERIENCE

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