



Amelia Yap

CONTACT

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SKILLS

- Python
- SQL
- Tableau
- Power BI
- Microsoft Office
- Data Cleanup
- Data Analysis
- Data Visualization
- Laboratory Automation
- ISO9001 : 2015
- Inventory Management
- Research and Data Management

LANGUAGES

- **English**
Native
- **Japanese**
Intermediate
- **Mandarin**
Conversational

CAREER SUMMARY

- 20 years of research work experience in botg BSL-2 and BSL-3 lab facility as well as support functions
- Established many processes from scratch such as robotic laboratory systems, requisition systems and ISO 9001:2015. As well as development of assays.
- Managed a large small molecule inventory system of over 500,000 compounds that is involved in many drug discovery projects
- Very proficient in dealing with very large data volume. Including cleanup and visualization, using tools such as Python, Power Bi, Excel and ActivityBase
- Independent driven worker, detail-oriented
- Enjoys learning new things on the regular and taking on new problem-solving challenges
- Very quick with learning new technologies such as programming and software

EXPERIENCE

November 2019 - October 2023

Research Manager

Experimental Drug Development Centre, A*Star

- Established in-house automated assay requisition system
- Operate and manage several high-throughput automated robotic systems
- Dashboard creation and data analysis using tools such as Power BI, Python, Excel.
- Proficient in several liquid-dispensing systems, both tip and acoustic
- Manage compound store inventory of over 500,000 unique compounds
- Design of assays and writing of protocols to adapt to automation processes
- Coordinated high-throughput screening requests and equipment use from both internal and external teams
- Developed several in-house anti-microbial, cell based and enzymatic assays
- Assay miniaturization, to 384 and 1536 well formats, Responsible for lab management and lab safety
- Lab Management including supply procurement
- Document management for CRO efforts
- Established from scratch ISO 9001:2015 Quality management system in the High Throughput screening lab
- System administrator for MasterControl
- Internal Auditor for ISO 9001:2015 for EDDC
- Managed organization's outreach activities such as the Drug Discovery Symposium, created online registration portal with automated processes, collation of survey data with data visualization

May 2015 - November 2019

Research Associate

Experimental Drug Development Centre, A*Star

- Established and set up new High-throughput screening lab
- Established and set up new automated robotics system
- Operate and manage HTS automated robotic platforms
- Operate and manage several liquid dispensers (tip based and acoustic)
- Compound Manager
- Bulk preparation of assay-ready plates for screening efforts
- Assay Miniaturization (384 and 1536 formats)
- Lab management including supply procurement
- Developed novel screening assay using C elegans
- Assay development in enzymatic and anti-microbial formats
- Bulk analysis of Data with visualizations
- Co-created in-house Laboratory Information Management System
- Fire warden

December 2003 - May 2015

Research Associate

Novartis Institute for Tropical Diseases

- Development and running of screens against various bacterial and enzymatic platforms in both BSL-2 and BSL-3.
- Held key responsibility in maintenance of several robotic and lab equipment.
- Responsible for general lab management and lab safety, which included purchase and validation of various laboratory equipment, scheduling for high-risk equipment inspections and purchasing responsibilities.
- Established new laboratory setup on lab startup.
- Established in-house assay requisition system.
- Contributor in guidelines for lab safety.
- Underwent training and safety courses for work in a BSL-3 facility.

November 2002 - December 2003

Biotechnologist

Biomedical Research & Support Services Pte Ltd

- Performed bacteria and endo-toxin screens for clients
- Responsible for general lab management and lab safety
- In-charge of purchasing and general administrative duties.

EDUCATION

January 2005

Bachelor Degree in Molecular Biotechnology

Curtin University

January 2002

Diploma in Biotechnology

Temasek Polytechnic

CERTIFICATIONS

- Microsoft Excel: Business Intelligence w/ Power Query & DAX
- Data Analytics Begins With Me
- MF-COM-305E-1 Apply ISO 9001 Quality Management System (QMS) to audit requirements

REFERENCES

References available upon request