**OBJECTIVE** An aspiring team worker, hard working and dedicated professional who wants to meet

the challenges posed in the industry.

**WORK EXPERIENCE**

**Prime Enterprises Inc., Miami Lakes, *FL* 2014 –Current**

**Chemist; Compliance Specialist**

* Ensure that a company's operations adhere to the laws regulating the particular industry.
* Author reports of Validation Studies to present to the US Food and Drug Administration
* Supervise manufacturing and packaging process to ensure adherence to compliance
* Provide training to new and current staff on Standard Operating Procedures
* Provides guidance and support to current and new staff for personal and professional development opportunities.
* Review individual product case report forms for compliance, completeness, according to the guidelines of the study.
* Work with chemistry and physical-analytical team to identify requirements for study progress reporting.
* Develops and manages inputs and processes for client outcome data collection and analysis.

**University of Florida, Gainesville, *FL*** (Based in Miami) **2011 – 2013**

**Student liaison for Miami Dade College and University of Florida’s 2+2 Online Microbiology program.**

* Created marketing campaign in order to promote the University’s Microbiology online program.
* Advise students during Miami Dade College’s School of Science’s STEM Advisement Day
* Recruit new students by participating in Career Fairs, Educational Pathway Fairs, and classroom-to-classroom presentations.
* Educate and advise students about necessary requirements and academic decisions necessary for successfully entering into and completing a Science degree.
* Recommended courses and programs of study to new, continuing and transfer students.
* Conducted Baccalaureate Degree in Education advisement sessions.
* Recruit new students by participating in Career Fairs, Educational Pathway Fairs, and classroom-to-classroom presentations.
* Provided information about commencement and transfer requirements including internships and undergraduate research opportunities.
* Coordinated and conducted student orientation sessions.
* Created marketing campaign in order to promote the University’s Microbiology online program.
* Developed spreadsheet and Constant Contact list to facilitate contacting large number of students.

**EDUCATION**

**University of Florida, Gainesville, *FL* 2011 – 2013**

Bachelors in Science, Microbiology and Cell Science

**Miami Dade College, Miami, *FL* 2007 – 2010**

Associate in Arts, Chemistry

**CIVIC ENGAGEMENT**

* Volunteer for Peace Mural Foundation
* #Hashtaglunchbag volunteer packaging and distribution of over 300 lunch bags for the homeless of Miami.
* Mentor for MDC Single Stop and iMentor
* Coordinator of Miami Dade College Student Life’s 1000 cans goal Thanksgiving Donation to Camillus House.
* Washington DC Rally with Students Working for Equal Rights for the DREAM act
* Your Students=Our Students, Snead State Community College Partnership program to aid Haiti, fundraised $6,000
* Site Manager/Supervisor for Miami Dade Coastal Cleanup
* Assistant Coordinator for the Miami Dade College Recycle Relay
* Leader of The Haiti Relief Effort at MDC, North Campus
* Viva Vizcaya Restoration Project Team Leader and Coordinator
* Coordinator of GOYA Foods 10000 Cans Thanksgiving Donation to Hands on Miami and Camillus House
* Kristi House Annual Toy Drive Coordinator
* Hands on Miami Day Zoo Beautification Project Team Leader and Coordinator
* Mount Sinai Medical Center Volunteer and Pharmacy Volunteer
* Assistant Coordinator of Miami Lakes Educational Center Annual Diabetes Screening in collaboration with NOVA Southeastern University.

**SKILLS**

Languages: English & Spanish (Fluent)

Computers: MS Office (Word, Excel, PowerPoint, Access, Publisher), Quickbooks Pro, Windows Movie Maker, Adobe (Reader 8, Photoshop CS2), Internet Explorer. Mac (Safari), Facebook, Twitter, LinkedIn, Google +,Google Sites, SLR Digital and Film photography, Video. 55 typed words per minute.

**REFERENCES**

Ms. Malou C. Harrison (Campus President, North Campus)

Miami Dade College, North Campus.

305-237-1152

Dr. Eric Triplett (Microbiology Department Chair)

University of Florida

(352)-392-1906