

Annielys Sosa

5930 NW 186TH Street Apt 303
Miami, FL 33015
Cell: 305-810-9072
Annielys.Sosa@gmail.com

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
Chemist; Compliance Specialist

2014 – 2015

- 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
Bachelors in Science, Microbiology and Cell Science

2011 – 2013

Miami Dade College, Miami, FL
Associate in Arts, Chemistry

2007 – 2010

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

Annielys Sosa

5930 NW 186TH Street Apt 303
Miami, FL 33015
Cell: 305-810-9072
Annielys.Sosa@gmail.com

- 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^[1]_{SEP}
- 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

SAMPLE