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SUMMARY

Life Sciences Operations and Marketing Professional working in roles that involve **delivering work from idea through to execution**, whether that means **coordinating projects** and **operational workflows** or **developing content** and **supporting events** that connect people with science. My experience spans **regulated academic and healthcare environments**. I have worked closely with a range of **stakeholders** to ensure activity is delivered **on time** and to a **high standard**. With **formal training in medical biosciences**, I am comfortable engaging with **complex scientific material** and translating it into **practical outputs**, from **structured processes** to **clear written communications**.

SKILLS

- Microsoft Office
- Data analysis and reporting
- Basic Python
- Marketing campaign execution
- Scientific content editing
- Project coordination
- Stakeholder coordination
- Engagement tracking
- Operational support
- Technical content translation
- Presentation delivery

WORK HISTORY

09/2025 - 01/2026

Compliance Operations Coordinator

WMG (Warwick Manufacturing Group) - Warwick, Warwickshire

- Managed the Innaxys asset database, verifying **manufacturer and supplier certifications**, including international vendors.
- Tracked the completion of **76 access equipment checks** and **36 legionella control checks**, coordinating with technicians and PIs.
- Assisted with PAT testing to verify the **certification and inspection status of laboratory equipment on the database**
- Improved financial oversight by maintaining **80+ cost codes**, resulting in precise **funding tracking** across projects in just 4 months.
- Granted **access** for labs and lab inductions to ensure all new staff and students meet the required training before entering high-risk labs.

03/2025 - 09/2025

Medical Editor (Intern)

Klarity Health - Remote

- Contributed to the review and editorial refinement of over **3 medical articles** weekly.
- Supported publication of **11 evidence-based articles** aligned with patient-focused content standards.
- Assisted in **WordPress content preparation**, including formatting and implementing basic SEO strategies to optimise visibility
- Conducted **comprehensive fact-checking and proofreading**, ensuring scientific integrity and reliability across all published materials

10/2024 - 09/2025

Project Operations Technician

University of Warwick - Warwick, Warwickshire

- Implemented **LabCup** system for **lab operations**, improving chemical inventory efficiency by **45%** across 20+ research groups.
- **Digitised chemical inventories** and carried out regular audits to keep records accurate and compliant.
- Collaborated with **PIs and lab supervisors** to resolve inventory issues and maintain consistent tracking.
- Applied training in **GDPR, COSHH, and hazardous substance handling** to maintain safe and compliant lab processes.

06/2024 - 07/2024

Assessment Operations Assistant

University of Leicester - Leicester

- Owned end-to-end coordination of **120+ patient simulators**, including training status, payments, personal data records, and compliance documentation
- Ran **OSCE exam operations** under time pressure: station setup, equipment handling, tablet provisioning, printed exam materials, and secure question paper distribution
- Maintained audit-ready records across training, payments, and simulator usage, reducing

06/2022 - 04/2024

- last-minute errors during assessments
- Acted as the **operational link** between faculty, examiners, and technical teams to ensure assessments ran without disruption

Marketing and events assistant

AstraZeneca (On-Campus Promotions) - Leicester

- Represented **AstraZeneca** as a long-term campus marketing lead across **2 academic years**, selected and reappointed based on performance
- Planned and delivered **8+ recruitment marketing campaigns (online and face-to-face)** promoting **internship, placement, work experience and graduate programmes**
- Drove **30 to 60+ attendees per event**, generating **200+ registrations** across campaigns
- Created **20+ campaign assets**, including posters, digital graphics, QR sign-ups, and presentation decks using **Canva and Piktochart**
- Coordinated outreach with **careers teams, tutors, and student societies** to expand reach across departments
- Delivered **live presentations** and acted as the **brand-facing representative** during careers events

10/2023 - 12/2023

Project coordinator

University of Leicester (Career Department) - Leicester

- Worked with Leicester Graduate City **Project stakeholders** to understand how the **university partners** with local **start-ups** to deliver micro-internships.
- Supported delivery of employability programmes including **industrial placements, micro-internships, study abroad and summer opportunities**.
- Assisted students with industrial placement applications, including CV refinement, interview prep, and navigating competitive opportunities.

09/2022 - 05/2023

Outreach Marketing Coordinator

University of Leicester (Student's Union) - Leicester

- Supported delivery of **careers fairs and employability events**, managing registrations, attendee flow, and on-site coordination
- Acted as the first point of contact for **students and employers**, handling queries and directing follow-ups
- Optimised student tracking & follow-ups** using JotForms, helping with registration and post-event communication.

07/2022 - 08/2022

Marketing Intern (Career Development Services)

University of Leicester - Leicester

- Developed the **Experiential Maps** project, creating a structured student guide for academic and career progression.
- Supported marketing for **open days, careers events, and employability programmes** across digital and on-campus channels.
- Collaborated with **career advisors** and **faculty**, aligning content with student needs.
- Designed visually engaging materials using **Canva, Piktochart, Adobe, and PowerPoint** in line with institutional branding.
- Conducted in-depth research on **university courses** and job profiles, curating key information.

09/2021 - 12/2021

Campus Marketing Assistant

GlaxoSmithKline (On-Campus Promotions) - Leicester

- Supported delivery of **short-term recruitment marketing campaigns** during a single academic semester
- Led GSK's student outreach during COVID-19, organising in-person events for **30+ attendees** while ensuring full compliance with **social distancing and safety** regulations.
- Created and delivered high-impact presentations equipping students with key insights into GSK's career pathways and application process.
- Managed **registrations, feedback collection, and post-event communication** using **JotForms and email workflows**

EDUCATION

09/2023 - 07/2024

Master of Science: Cancer Molecular Pathology and Therapeutics

University of Leicester - Leicester - 2.1 (Upper Division Honours)

09/2020 - 06/2023

Bachelor of Science: Medical Genetics

University of Leicester - Leicester - 2.1 (upper division)