

# LICELLE ARCHER

---

EASTERFIELD JUNCTION, MASON HALL, TOBAGO, WEST INDIES · (868)7433588 · licellea@gmail.com

## **Objective**

To secure a position in a driven organization that would foster personal and professional growth.

## **Work Experience**

### **CSL Plasma**

Texas, USA (9/2012- 8/2016)

#### *Compliance Specialist Alternate*

- Performed center records QA reviews to ensure thoroughness, accuracy and timeliness of required information. Initiated investigations and ensured documentation of regulatory deficiencies. Determined the need for corrective actions, ensured appropriate documentation and determined effectiveness of the actions.
- Reviewed Plasma centers personnel training documents to ensure documents complied with CSL procedures, SOP's, CLIA/COLA and other applicable requirements.
- Conducted periodic process assessments to ensure compliance with CSL written procedures. Initiated investigations to ensure documentation of deficiencies and the development of corrective action plans, as necessary in partnership with management.
- Assisted the AQM with the quality team in identifying and communicating non-conformities to CSL's SOP's. In the absence of the AQM, conducted monthly quality team meetings to inform, promote, assess and identify opportunities for continuous process improvements in quality, safety, and training for implementation at the centers.
- Maintained confidentiality of all personnel, donor and center information.
- Assisted the AQM with the review of Safety, Health and Environment Policies & Procedures. Ensured safety training and safety practices were implemented and followed within centers.
- Assisted in conducting internal audits to monitor facility compliance with CSL procedures and policies, cGMP, OSHA, FDA and other regulations, as applicable and developed center responses for deficiencies.
- Assisted Plasma center staff in completing other special projects or assignments, as requested.
- Complied with all local, state and federal regulations and laws to include, but not limited to: ADA, Civil Rights, EEOC, FDA, GHA, HIPAA, and OSHA.

#### *Other positions held – Travelling Trainer, Customer Service Personnel*

- Assisted with the setup and opening of multiple new centers within the U.S.
- Trained employees (new and current) for hired or transfer positions.
- Taking of vitals with numerous equipments.

### **Omni Mandalay Hotel at Las Colinas**

Texas, USA (12/2010 –

10/2011)

#### *Office Assistant - Human Resources Department*

- Responsible for the accurate completion of all New Hire paperwork.
- Assisted with pre-screening and reference checks of new employees.
- Responsible for input of new hire data into database.
- Worked with HR team on special projects and other corporate matters.
- Provided administrative support - email, typing, filing, telephone, copying.

### **All Included Moving Inc.**

New York, USA (01/2008-

03/2010)

#### *Customer Service Rep. / Administrative Assistant*

- Coordinated moving details for clients.
- Sorted and distributed mails to their respective locations.
- Handled approximately 40 – 60 incoming calls daily.
- Performed data entry.

# LICELLE ARCHER

---

EASTERFIELD JUNCTION, MASON HALL, TOBAGO, WEST INDIES · (868)7433588 · licellea@gmail.com

- Drafted contracts and other required documentation.
- Performed filing, copying and other office duties.

## **Lewis Appliances**

08/2003)

Scarborough, Trinidad & Tobago (08/2000 –

*Administrative Assistant/ Head Cashier*

- Responsible for taking company minutes during meeting and other administrative duties
- Responsible for preparing purchase orders and invoices
- Managed daily cash – cash reconciliation and check preparation
- Responsible for filing and record maintenance
- Provided customer service

## **Education**

**Elizabeth's College**

(07/2000)

Scarborough, Trinidad & Tobago

High School Diploma – Areas of concentration:

Principles of Accounting and Business, Mathematics, English and Social Studies

## **On The Job Training**

- Medical Office Assistant – Completed June 2012
- Phlebotomy – Completed June 2012

## **Computer Competencies**

Microsoft Office - Excel, Word