

Lindsay Dynow

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OBJECTIVE

To obtain a business related position in the health care or pharmaceutical industry.

EDUCATION

Bachelor of Science in Health Services Administration with Minor in Business Management

East Stroudsburg University of Pennsylvania

May 2008

East Stroudsburg, PA

- Graduated Summa Cum Laude
- 4.0/4.0 GPA in Health Services Administration
- 3.8/4.0 Cumulative GPA

ACADEMIC HONORS

- East Stroudsburg University Honor Student, awarded by APSCUF (Association of Pennsylvania State College & University Faculty) March 2008
- Dean's List Spring & Fall 05; Spring & Fall 06; Spring & Fall 07; Spring 08
- Pennsylvania State Athletic Conference Scholar Athlete Spring & Fall 05; Spring & Fall 06; Spring & Fall 07

RELATED EXPERIENCE

Sanofi Pasteur

Swiftwater, PA

Intern – Information and Library Services

January – May 2008

Projects accomplished during internship:

- Developed "Copyright Training" PowerPoint presentation for company's Global Copyright Compliance Training
- Created an "Intern Responsibilities" PowerPoint for the purpose of future intern training
- Updated departmental job descriptions
- Managed the bar coding of the entire circulating book collection and multimedia collection
- Trained other interns on Library projects.

Auxilium Pharmaceuticals

Malvern, PA

Quality Assurance Department

2006-2007

- Assist with the preparation, distribution, and storing of controlled cGMP and Quality Assurance documents including, but not limited to, Standard Operating Procedures, Forms, and Specifications
- Oversee cGMP and Quality Assurance of on-site commercial Production Operations related to packaging and shipment documentation and verification
- Enter and verify data related to drug manufacturing batch documentation
- Assist in maintaining current training files
- Prepare and issue various logbooks
- Prepare accounts payable payment request documents

Auxilium Pharmaceuticals

Packaging Technician

2004-2007

- Responsible for preparing physician samples for commercial product and clinical supplies and completing tasks according to approved packaging instructions
- Specific responsibilities include: preparing and counting supplies for packaging runs; applying labels to commercial/clinical drug products, including primary and secondary containers; packing labeled drug products into appropriate boxes; executing documentation relative to packaging activities performed; when necessary, assisting in activities required for the shipment of samples to physicians; and assisting the Packaging and Inventory Supervisor with inventory maintenance activities

SKILLS

- Computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Competent in use of all office equipment

PROFESSIONAL MEMBERSHIPS & CAMPUS AFFILIATIONS

- The National Society of Leadership and Success, Member
- East Stroudsburg University Track & Field Team, Member and Office Administrator

2004 - 2008