

Jonathan Teekasingh

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Education:

New York University Polytechnic School of Engineering, Brooklyn, NY May 2014
B.S. Chemical and Biological Engineering

Bronx High School of Science, Bronx, NY June 2009
New York State Advanced Regents Diploma

Projects:

Removing Nitric Acid from a Nuclear Waste Stream Feb – May 2014

Design of Cellulosic Ethanol Biomass Plant Nov – Dec 2013

Design of Fluid Catalytic Cracking Unit Sept – Oct 2013

Worked in a group to create summary presentation about unit description, process, safety, environment, equipment sizing and cost

Computer Skills:

Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Word)

MATLAB, Adobe Photoshop, AspenPLUS, AutoCAD, LabVIEW (Beginner)

Work Experience

Department of Environmental Protection June – Aug 2013
Flushing, NY 11373

Interceptor Improvement Intern

- Created electronic database of technical drawings of NYC interceptor system
- Assisted in field test and assessment of conductivity of interceptor at Coney Island

Agvar Chemicals Inc. March 2011 – May 2013
New York, NY 10019

Administrator

- Assistant to President/CEO and COO
- Maintained consistent updated professional customer and vendor relationships.
- Logistics, FDA communications, and general office duties.
- Processed customer orders.
- Processed foreign & domestic purchase orders.
- Follow up with foreign & domestic vendors prior to shipping date to determine availability of APIs in a timely manner.
- Submit shipping documents to custom broker on a timely basis.
- Heavy follow up with custom broker for US customs & FDA.
- Liaison with domestic trucking companies for ocean/air freight shipments.
- Prepare customer P/L, B/L, CoA, specs, MSDS, shipping labels to accompany shipment
- Customer service – resolving customer & shipping errors & inquiries
- Prepare and submit to FDA - DMFs, ANDAs, NDAs (Updates & Amendments) via FDA Gateway System
- Managed and distributed incoming and outgoing mail (internet and paper)
- Oversaw extensive filing systems of mail, shipping, product, customer & foreign vendor orders, invoices, and company correspondence

Jazz Foundation of America June – Sept 2012
New York, NY 10036
Intern

Macy's
Manhasset, NY 11030
Sales Associate / Inventory

May 2010 – May 2011

Madeline Weinrib Atelier
New York, NY 10003
Administrative Assistant

June 2007 – Aug 2010

St. Paul's Lutheran Church
Glen Oaks, NY 11004
Summer Camp Counselor

June – Aug 2004, 2005, 2006