**Iraida Montano**

**17 Oxford St. Apt. 201**

**Newark, NJ 07105**

**Home (973) 344-1230 Mobile (623) 810-4557**

**Email:** [**iraida.montano1@gmail.com**](mailto:iraida.montano1@gmail.com)

**OBJECTIVE:**

Highly motivated pharmaceutical professional with strong verbal, listening and written skills. Comfortable in interacting with all levels of the organization and public.

Excellent listening skills, oral and written communications. Adept at multitasking to achieve individual and team goals. Diverse background includes manufacturing operations, administrative assistant, customer service and quality assurance. Committed to quality and excellence.

**EXPERIENCE:**

**09/2012-present**

**Akorn Pharmaceutical, Somerset, NJ (732) 846-8066**

**Packaging Associate:**

Operate various types of machines on a daily basis such labelers, outserters, cartoners, bundlers, shrink wrappers, banders, and various other equipment ensuring efficient packaging. Verify the identity of all packaging components. Ensuring proper component usage and documents results on the packaging order. Perform line in process checks and documented on packaging order. Checks include torque, fill, verification of automatic detection equipment, codes to ensure guidelines are maintained. Observe all OSHA, GMP, departmental and company regulations to ensure compliance. Receive bulk material deliveries. Inspect pharmaceutical products and components for quality and compliance. Ensuring safety, identity, strength, purity, and quality of pharmaceutical products. Perform physical examination of finished goods, review cleaning records. Conduct quality monitoring of production areas for compliance, good housekeeping, and documentation practices. Ensure compliance with FDA, GMP, and internal quality standards.

**10/09- 6/2012**

**Ranstad-Spherion Staffing, Wayne, NJ (973) 812-1259**

**Pharmaceutical Production Operator:**

Responsible in operating high speed packaging machines in a GMP (Good Manufacturing Practices) regulated environment. Monitor overall operations of machine, freeing minor jam ups and removing defective parts as necessary. Make minor adjustments to the machine to ensure product is being packaged according to specifications. Inspect materials and products for defects. Troubleshoot and correct minor machinery or quality problems. Clean and maintain machinery, equipment, and work areas. Comply with all standard safety rules and all other company policies. Ensure that all security and safety procedures are followed.

**6/07 – 12/08**

**Peerless Umbrella Co. Inc. 427 Ferry Street Newark, NJ 07105 (973) 578-4900**

**Receptionist:**

Receive all the phone calls and connect them to the appropriate persons. Greet the people who are entering the office. Help out each person who approaches the desk with a query. Maintain the in and out time muster of visitors. Pass around messages in the office. Give some clerical and administrative support to management. Communicate between office employees. Prepare letters and documents. Sort the mails and deliver to the person it is addressed to. Maintain appointment diary and schedule appointments.

**08/02 – 04/07**

**NCO Financial Systems, Inc., Phoenix, AZ and Horsham, PA (800) 933-6736**

**Administrative Assistant / Payment Processor**

Assistant to management staff. Provided coverage of the reception desk with multi-line switchboard and paging system. Generate confidential correspondence. Provide customer service. Update financial spreadsheets. Calculate and processed biweekly payroll. Track and obtain authorization for PTO (Paid Time Off). Enter application of payment transactions and adjustments. Conduct payment investigations. Balance payment batches. Processed refund requests. Verify funds with financial institutions and reconciling daily posting reports.

**04/98 – 08/01**

**Medical Billing Resources, 600 Bloomfield Ave, Bloomfield NJ 07003 (973) 429-8082**

**Office Clerk**

Set up appointments for the senior management. I performed clerical tasks. Work as a liaison officer between the management and the staff. Prepare important letters that are circulated in the office. Compiling all the daily reports from the various departments. Reply to all the correspondence that comes in the company. Prepare the agendas before every meeting and distribute it to all the people who are supposed to attend the meeting. Look after the inventory of the office supplies. Give full support to the management when it comes to decision making. Update the office filing systems. Maintain all the daily transactions like the petty cash account.

**EDUCATION:**

High School Diploma

**References:**

Antoine Washington 973-508-4163 Merck Production Department Supervisor

Amira Fares 908-298-3917 Merck Production Department Supervisor

Renee Lowden 732-428-6030 Merck Production Line Leader