

Francis Tran

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Pensacola, Florida 32514 United States
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Work Experience:**Project Officer (Warfighter 2022 / Defender Europe 2023)****U.S. Army**

1630 South Broad St
Mobile, AL

11/2021 - Present**Hours per week: 40****Duties, Accomplishments and Related Skills:**

- Planned, supported and executed the mobilization of a Maneuver Enhancement Brigade (MEB), Multifunctional Medical Battalion (MMB), Explosive Handling Clearance Company (EHHC), Aviation assets, and to conduct a validating Warfighter exercise in FY2022 (WFX22) supporting of DoD's Global Defender.
 - Coordinated with external units, agencies, and contractors to develop an operational understanding and timeline of events for WFX22.
 - Planned, coordinated, and executed mobilization of personnel and equipment without transpiration, safety, or environmental violations for WFX22.
 - Coordinated with US Military units and agencies within Europe to coordinate operational understanding for Defender Europe exercise in FY2023 (DE23).
 - Coordinated and executed the transportation of personnel and equipment to European Theatre with 100 percent accountability of personnel and equipment without safety, transportation, or environmental violations.
 - Planned coordination efforts with Greek, Bulgarian, and Romanian nationals to support US personnel with sustainment operations for DE23.
 - Implemented project management methodologies to support successful operations.
 - Approached and defined projects by use of Initiation, Planning, Execution, Monitoring and Controlling, and Closing respective projects within the Program.
 - Defined project goals, developed a business case, completed a charter and identified stakeholders for both WFX23 and DE23.
 - Defined scope, created a project plan, determined budgetary requirements, and identified roles and responsibilities for team members in support of Warfighter22 and Defender Europe23.
 - Developed CLEAR and SMART goals to support operational needs.
 - Allocated project resources, managed resources, developed processes to support operational requirements.
 - Tracked human, equipment, and additional resources in effort and cost. Monitored progress and developed reports to inform stakeholders, adhering to plan, while proactively identifying chances for disruption.
 - Reviewed and Handover deliverables, and closing reports as required per operation.
 - Implemented influences of Lean Six Sigma and Agile in product development and reporting requirements.
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Operations Officer / Mayor Cell OIC**U.S. Army**

PSC-481
ASG-BS
APO, AE

10/2020 - 10/2021**Hours per week: 60****Duties, Accomplishments and Related Skills:**

- Organized and executed multiple sustainment operations with British Nationals for the joint force operations in Southeastern Europe.
- Participated in progressive dialogue with Greek agencies to support US operations, to include Hellenic

- Department of Transportation, Port Authorities, local governments, and Hellenic Military Forces.
- Supported US Navy, US Army, US Air Force, and US Marine Corps in various operations across southeast Europe in Land and Maritime operations.
 - Prepared and presented written and verbal information and decision briefings (decision briefs, info briefs) for the Commander/Operations officer in accordance with Army doctrine and policies, based upon research and analysis of operational issues.
 - Wrote Staff Products, to include Fact Sheets; Impact Updates; Informational Briefs; Decision Boards; and various Summary Briefs.
 - Coordinated and synchronized the flow of information between organizations and agencies.
 - Expedited actions, with respective elements to meet appropriate suspense with increase effectiveness by expediting correspondence and improving communications.
 - Accomplished special project tasking and other assignments as directed by the Command/Operations.
 - Independently initiates time-sensitive staff work, based upon written orders, verbal orders, established policies and procedures.
 - Provided advice and guidance to the commander on general policies and procedures in resolution of time-sensitive issues/problems/taskings concerning operational matters.
 - Reviewed, comments, and provides recommendations to all regulations, studies, staff papers, and other documents related to operational issues.
 - Lead cross-functional team, conducts mission analysis on OPORDs, FRAGOs and other directives as required, determines impact to mission and resources through time sensitive communication.
 - Supervised groups of various nationalities on reaching operational effects within the environment.
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Readiness Officer

U.S. Army

1630 South Broad St
Mobile, AL

3/2020 - 10/2020

Hours per week: 40

Duties, Accomplishments and Related Skills:

- Supporting staff officer for the formulation of plans and policies and the programming pertaining to unit readiness, mobilization, deployment, and force integration programs.
- Provided advisory guidance of unit training, military mobilization and deployment requirements that required interface with various military echelons and their commands.
- Provided technical expertise and assistance on training plans, program areas to all levels of command at state.
- Accomplishes assignments from conception to completion to include detailed program analysis, improvements, and implementation.
- Oversee the development of standard operating procedures, circulars, letters of instruction, and memorandums of understanding.
- Formulated effective training plans and procedures, unit notification and implementation.
- Accountable for the development of detailed schedules and implementation plans, instructions, and resourcing requirements for a particular federal or state mission.
- Conducts parallel planning with Joint Staff, Headquarters, and Joint Force Headquarters.
- Supported the National Response to pandemic of Novel COVID-19.
- Supported coalition of local and state agencies and departments supporting preparations, responses, and follow up across communities, implementing Defense Support of Civil Authorities (DSCA).
- Analyzes, researches, and supplements current doctrine and policies.
- Provides guidance and workable solutions to meet changing mission requirements.
- Reacts to fluid and changing operational requirements within a compressed timeline.
- Oversees the planning, budget, management, and execution of the mobilization exercise program, Soldier readiness processing (SRP), and pre and post mobilization training schedules.
- Analyzes, interprets, disseminates, and confirms secure and non-secure operational planning and execution information.

- Performs other duties as assigned
 - Supervisor and managed various personnel and groups supporting various operational requirements.
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Analytical Chemist II
Pegasus Laboratories Inc
8809 Ely Rd
Pensacola, FL

9/2016 - Present

Salary: \$61,850.00 USD Bi-weekly

Hours per week: 40

Duties, Accomplishments and Related Skills:

- Perform analytical method transfer in accordance to Standard Operating Procedures (SOPs)
- Perform analytical testing accurately and efficiently following Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP) requirements.
- Able to assess the impact to products based on compendial monograph changes/updates/introduction.
- Able to support regulatory submissions and queries.
- Perform method validation and verification as per SOP.
- Write and review Standard Operating Procedures (SOPs) and On the Job Training (OJTs) for the laboratory.
- Conduct Laboratory investigations.
- Train colleagues in hands on training of instruments and methods written
- Perform review and approval of test results.
- Able to write position paper, protocols, reports and test procedures.
- Analytical testing, method transfers and review of test results to meet lead time in a right first time manner; Perform testing according to Standard Work Plan (SWP) as assigned.
- Ensure training records are updated and promptly, are correctly filed to reflect current testing capabilities. Compendia monograph (pharmacopeia) tests evaluation for raw materials and finished products.
- Method verification in accordance to site or pharmacopeia standards and according to schedule;
- Ensure instrumentation is calibrated / maintained in accordance to schedule as required.
- Assist method equivalency study
- Assist method robustness challenges and modify the method to improve method robustness if required.
- Update relevant instrument SOPs as required to ensure it reflects current requirement and practice. Compliance to GMP/GLP and Quality Standards (PQS) requirements;
- Understand and comply with Data Integrity and Good Documentation Practices (GDP) requirements.
- Laboratory safety and housekeeping;
- Contribute to and participate in laboratory housekeeping and 5S program responsibilities.
- Perform test method validation & cleaning method validation of test methods in accordance to USP/JP/EP/CH requirements
- Complete validation documents reports as required.
- Update SOPs to align with regulatory requirement (USP, ICH guidelines etc)
- Conduct and document laboratory investigations according to SOPs.
- Raise and complete change controls for changes with GMP impact.
- Ensure instrumentation is calibrated / maintained in accordance to schedule as required.
- Update relevant instrument SOPs as required to ensure it reflects current requirement and practice.
- Review of documents such as raw material specifications, testing procedures, and test methods
- Review and approval of testing investigations
- Manage and perform training, write performance reviews, and people leading of direct reports
- Support changes to procedures due to compendia revisions and manage associated timelines
- Manage direct reports for testing and compliance activities. Collaborate with colleagues and staff to drive department goals and objectives and prioritize work
- Perform and review testing activities in the GMP Laboratory
- Represent QC Raw Materials Testing at meetings and huddles and manage metrics
- Manage timelines and commitments for Testing related investigations and changes
- Coach, mentor, and develop direct reports

- Communicate potential improvements and updates to Raw Materials Manager
 - Develop a continuous improvement culture within the Testing area. Oversee and guide analysts on continuous improvement tools such as standard work and visual management.
 - Supervised personnel across various training schedules.
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Analytical Chemist**o2si Smart Solutions**

7290-B, Investment Dr
Charleston, SC

8/2014 - 10/2016

Salary: \$32,582.00 USD Bi-weekly

Hours per week: 45

Duties, Accomplishments and Related Skills:

- Prepare aqueous and/or organic elemental concentrates from raw materials maintaining a high level of purity and efficiency
 - Prepare aqueous and/or metallo-organic stock and custom products
 - Set-up, operate, and maintain a variety of laboratory equipment (reactors, high shear mixers, balances, etc.) and arrange for vendors to provide maintenance when necessary
 - Possesses knowledge of instrumentation maintenances, safety risks associated with quality control and procedures
 - Learn chemical nomenclature, properties, and proper handling of neat and solutions
 - Ability to apply chemical and process knowledge across product lines
 - Place internal orders for consumables to maintain lab stock and an accurate warehouse inventory
 - Work together with Manager with determining department priorities and QC lead times.
 - Maintain flow of QC samples and delegate necessary tasks to ensure deadlines are met
 - Met required key performance indicators and goals such as bench times and deadlines
 - Manage real time long term and accelerated stability studies
 - Verify Calibration of balances and volumetrics
 - Keep workspace clean to minimize hazards and contamination
 - Assist with Special Projects as directed by Manager
 - Answer employee questions within the Quality Control -Department, delegate necessary daily tasks, and resolve issues as they arise
 - Interview potential employees alongside the Manager and assist in the employee selection process
 - Assist in training employees in laboratory procedures, use of laboratory equipment, production techniques and method development as demonstrated by the Manager.
 - Provide necessary reports to Manager as requested on status of the department or projects
 - Share process improvement ideas with the Manager
 - Handle customer complaints and inquiries
 - Handle day to day operations of the routine analysis Quality Control Department.
 - Perform and follow standard operating procedures
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Medical Scribe**Nason Medical Center**

2233 Northwoods Blvd
Charleston, SC

5/2010 - 8/2013

Hours per week: 36

Duties, Accomplishments and Related Skills:

- Aides with data acquisition (navigating the EMR) and supports workflow.
- Scribes follow the physician or licensed independent practitioner and record information into the medical record.
- The scribe will ensure accurate and comprehensive real-time documentation of the patient- provider interaction

which includes; history of present illness, review of systems, past medical history, past surgical history, medications and allergies, social and family history, vital signs, and physical exams.

-Ensure the appropriate EMR or chart is selected and setup with the most comprehensive set of available objective patient questionnaire; past medical history, vital signs, medication and allergies.

-Use the facilities' EMR to obtain and providing accurately and timely updates to patients' imaging studies and/or laboratory tests with notification to the provider.

-Assist the physicians with workflow by functioning as a liaison between the provider and the other MA's.

-Locate templates in order to find DX code and be sorted, HPI, ROS, PE, and Assessment/Plan.

-Access the Assessment/Plan area to order labs, diagnostic studies, document impression, pt. details, and provider details.

-Calculate E&M Coding before the provider submits coding.

-Perform additional duties as assigned.

Lab Assistant / Teachers Aid

Charleston Southern University

9200 University Blvd

Charleston, SC

8/2008 - 5/2010

Hours per week: 20

Duties, Accomplishments and Related Skills:

-Performs routine laboratory and general organizational tasks necessary for daily operation of laboratory.

-Sample management will be the largest portion of the position.

-Creates sample inventories by scanning barcoded items for temporary and long-term storage.

-Collects, prepares, cleans and stores glassware and other lab equipment.

-Stocks and prepares media, reagents, chemical solutions and stains.

-Maintains records and files in a laboratory information management system (LIMS).

-Creates barcodes for unlabeled specimens.

-Assists in sample processing of blood and other human specimens.

-Keeps track of and updates lab inventory as needed.

-Stocks and prepares media, reagents, and chemical solutions.

-Sets up laboratory and research equipment as directed.

-Assists research and laboratory personnel with experiments and procedures.

-Performs related responsibilities as required.

-Employees in this classification may be required to work with, take specific precautions against and/or be immunized against potentially hazardous agents.

Education:

Google Mountain View, CA United States

Technical or occupational certificate 5 / 2022

Major: Project Management Certificate

Relevant Coursework, Licenses and Certifications:

PMC, PMP

University of Cincinnati Cincinnati, OH United States

Technical or occupational certificate 4 / 2022

GPA: 3.7 of a maximum 4.0

Credits Earned: 12 Semester Hours

Major: Drug Development: Research and Clinical Trails

Relevant Coursework, Licenses and Certifications:

Graduate Certificate

GreyCampus Plano, TX United States

Technical or occupational certificate 10 / 2021

Credits Earned: Continuing Education Unit

Major: Lean Six Sigma Green Belt

Relevant Coursework, Licenses and Certifications:

Certificate ID : 2971012966742

GreyCampus Plano, TX United States

Technical or occupational certificate 1 / 2021

Credits Earned: Continuing Education Unit**Major:** Lean Six Sigma Yellow Belt**Relevant Coursework, Licenses and Certifications:**

Certificate ID : 2971012966742

Charleston Southern University Charleston, SC United States

Bachelor's degree 5 / 2012

GPA: 2.4 of a maximum 4.0**Credits Earned:** Semester Hours**Major:** Biochemistry**Language Skills:****Language Spoken Written Read**

English Advanced Advanced Advanced

Vietnamese Novice None Novice

Affiliations:

National Guard Association of the United States - Member

32nd Marines Brigade "Moravos" (Hellenic Forces) - Member

National Guard Association of Alabama - Member

National Guard Association of South Carolina - Previous Member

References:

Name	Employer	Title	Phone	Email
Chad Pickett (*)	Centers for Disease Control and Prevention		1	1@somet
Steven Miller (*)	United States Marine Corps	Commander	6166485566	steven.m.miller2@usmc.mil
Jesse McCall (*)	Raytheon Technologies	Principal Systems Integration and Flight Test Engineer	8033700293	jesse.i.mccall@rtx.com

(*) Indicates professional reference