**Thomas Henry Meriwether**

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**Professional Summary**

Reliable and self-motivated individual who has a proven ability in implementing strategic decisions, leading change and motivating people to deliver results. Plan, organize and control production to ensure safe and efficient operations on time and to standard. Dedicated and resourceful with an exemplary ability to methodize and prioritize a substantial workload

**Skills**

* Knowledge of lab procedures including GMP, Cell Culture and Aseptic processing in an ISO 5 environment
* Quality control management
* Thorough understanding of lab protocols and post experiment processes
* R&D experience with labs, QC, and standard operating procedures
* Ability to prioritize and manage multiple assignments
* Profound ability to resolve problems during production and testing procedures
* Tackle challenges head on to develop new and innovative plans and processes
* Thrive in detail oriented, deadline-driven environments
* Capable leader and team player
* Confident verbal communications

**Education**

**Bachelors of Arts, Biology:** *University of Texas at Dallas*

Graduated: May 2017

**Professional Experience**

**Production Coordinator, Signature Biologics Inc. 12/2018-Present**

* Plan, organize and control production to ensure safe and efficient operations on time and to standard.
* Managed production personnel on planning, scheduling and performing manufacturing.
* Install and maintain manufacturing training for new equipment and validations.
* Training of new personnel in general laboratory and cleanroom procedures.
* Manage all production cost to assist laboratory director on quarterly reports.
* Create and manage production documentation for all stages of prep, production, packaging and shipping.

**Senior Tissue Processing Technician, *Test Valley Research Inc.*  06/2017 – 12/2018**

* Prioritized a high volume of test requests to ensure all tests were completed by end of shift, multi-tasking procedures with varying time requirements to complete several projects concurrently.
* Perform equipment maintenance, troubleshooting, calibrations and control charting.
* Manage training of new lab staff in a variety of procedures and tests, including successful cross-training of new laboratory technicians to work independently in less than two weeks.
* Act in accordance with GMPs and provide feedback to management regarding areas of non-compliance.

**Assistant Ship Secretary,** ***Department of the Navy (USS San Diego)***  **12/2010 - 8/2014**

* Managed a wide range of office and ship administrative support tasks, including security clearances and postal processing.
* Liaised with cross-functional departments and ships in support of customer needs.
* Maintained calendars and scheduled appointments for two managers and three executive managers
* Coordinated Board and Management meetings for supervisors.

**References Available Upon Request**