

# Jaime Rodriguez

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Garner NC, 27529

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## Skills

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- Leadership Skills
- Proficient Networking Skills
- Proficient writing skills
- HTML5
- CSS
- Bootstrap (beginner level)
- Visual Studio Coding Application
- Troubleshooting
- Critical Thinking
- Microsoft (Office Suite, Word, Excel, Powerpoint, etc.)
- Ability to pick up skills quickly
- Intrapersonal skills
- Flexibility/Adaptability
- Strong work ethic
- Problem solving skills

## Experience

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### Sagent Pharmaceuticals / CMMS/Maintenance and Calibration Specialist Contractor

February 2021 - PRESENT, 8900 Capital Blvd, Raleigh, NC 27616

- Compiled, prioritized, sorted, and processed maintenance and calibration instruments into the company database.
- Transmitted work electronically to other locations upon request.
- Maintained a hard copy backup of all sensitive information.
- Performed clerical duties upon request.
- Researched further information for incomplete documents.
- Helped the Maintenance Planner fill out company PMs for maintenance workers and engineers.
- Familiar with 21 CFR Parts 210 and 211.
- Kept the Calibration department up to date while the Calibration Specialist was out on long-term leave.
- Filed all Calibration forms from 2019-2021 in a 2 month span.
- Kept log for equipment updates, repairs, and machine upkeep.
- Able to review and sign off on documents

### Teleflex Medicals / Data Specialist Intern

July 2019 - February 2021, 3015 Carrington Mill Blvd 27560

- Performed miscellaneous data entry or simple clerical work as needed to assist Global Supplier Quality Team.
- Manage and update Vendor/Supplier Contact information. Work with suppliers to update ISO Certifications.

- Worked with SharePoint and SAP programs to verify vendor information.
  - Navigate through Agile to create and upload company documents.
  - Scanned, organized and prepared audits for Global Supplier Quality
  - Took meeting minutes for important team meetings.
  - Completed any projects provided in the Quality division of Teleflex.
  - Worked with the US, Ireland, and Mexico divisions of the Supplier Quality Team to reorganize the SharePoint System for easier access and use.
  - Contacted and updated vendor information to allow global vendors to remain in good standing with Teleflex.
  - Processed ISO Certifications. (ISO 13485, 9001, and 17025)
  - Streamline and improve procedures to ensure quality and compliance in the vendor database.
  - Completed time sensitive projects ahead of due dates.
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## **Education**

### **Google Coursera / Certification in Foundations of Project Management**

March 2022

### **Wake Technical Community College / Certification in Web Design/Front-End Development**

May 2021 - Present, 9101 Fayetteville Road, Raleigh, NC 27603

### **North Carolina Central University / Bachelor of Arts in Psychology**

August 2015 -May 2019, 1801 Fayetteville St, Durham, NC 27707

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## **Extra Curricular Activities**

- Apprenticeship at Dentist Office
- 2018 Initiate of Tau Beta Sigma National Honorary Band Sorority
  - Held Treasurer and Historian positions.
  - Publications Committee Head.
  - Ran Chapter's Social Media accounts.
  - Help design and plan events for NCCU Sound Machine Band Members and other students on campus.
- Section Leader for NCCU Sound Machine.
- Volunteered to play instruments with high schoolers to help build their musical talents.
- Taught music and ran sectional rehearsals
- Blood drive donor and volunteer
- Mentored incoming freshman girls during their first year of college and in the band program.
- Elementary After School program volunteer.
- Volunteer at local high schools, middle schools, and elementary schools.