

Matt Burns

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EDUCATION

Bachelors of Science in Biology

Brigham Young University - Idaho

- Minor in Statistics.

January 2018 - July 2021

Rexburg, Idaho

EXPERIENCE

Pharmaceutical Compounding Intern

Compound Preferred, LLC

- Operated under the direction of pharmacist in compounding drugs in ISO 5 environments while following relevant SOPs.
- Assured compliance with relevant cGMPs, and maintained proper documentation according to SOPs.
- Collaborated with a team to develop SOPs for operation and sterilization of new compounding equipment.
- Conducted routine cleaning and environmental monitoring of facility.
- Performed calculations, weighed, and prepared materials for compounding.

May 2021 - July 2021

Idaho Falls, Idaho

Administrative Assistant

Brigham Young University Idaho - Field Services Office

- Maintained detailed and accurate records for hundreds of individuals.
- Created and reviewed internal procedural documents to ensure accuracy and replicability of internal processes.
- Managed sensitive data and ensured compliance with relevant regulations.
- Trained and managed teams of student employees to anticipate and deliver services for students and staff.

October 2019 - Present

Rexburg, Idaho

Student Instructor

Brigham Young University Idaho - Department of Chemistry

- Facilitated lab experiences for hundreds of students to practice basic lab skills and apply knowledge learned in lectures.
- Devised daily lesson plans and anticipated students questions to help facilitate learning.

September 2020 - December 2020

Rexburg, Idaho

SKILLS

- Statistical programming and analysis in R and Python.
- Advanced experience in Microsoft Office Suite (Word, Excel, Powerpoint).
- Highly detail oriented with the ability to anticipate and resolve challenges as arising.
- Strong oral and written presentation skills with the ability to communicate clearly and concisely across organizational levels.
- Time management skills with the ability to balance multiple priorities and deliver high quality, on time results.
- Experience with cGMPs as applicable to laboratory environments.
- English (Native), Portuguese (Fluent), Spanish (Conversational).

PROJECTS

Analysis of FDA 503-B Facility Observations

Compound Preferred, LLC

- Compiled and analyzed datasets from published FDA reports on 503-B compounding facilities to provide actionable information for FDA compliance inspections.
- Utilized R and Excel to create reporting tool to provide information for production, quality control, and sales departments.
- Presented findings to upper level management and used feedback to improve and extend reporting tool.

July 2021

Idaho Falls, Idaho

Relative Fitness of Synthetic Organisms with Artificially Induced Traits

Evolutionary Science

- Utilized the AvidaED platform to survey populations of synthetic organisms for evolved traits.
- Developed a novel method using R to survey and visualize genetic mutations linked to particular traits.

December 2020

Rexburg, Idaho

Isolation and Characterization of Novel Bacteriophages

Advanced Microbiology Lab

- Designed lab protocols for isolation of bacteriophages from environmental samples.
- Collaborated with team members to troubleshoot protocol and resolve technical problems as needed.
- Compiled, analyzed, and presented findings to peers and professors.

March 2021

Rexburg, Idaho

ADDITIONAL INFORMATION

References available upon request.