Matt Burns

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EDUCATION

Bachelors of Science in Biology   January 2018 - July 2021

Brigham Young University - Idaho   Rexburg, Idaho

- Minor in Statistics.
- 3.4 GPA

EXPERIENCE

Data Analyst (Remote)   July 2021 – September 2021

Compound Preferred, LLC   Idaho Falls, Idaho

- Utilize R and Excel to create market data reports to identify potential areas for business growth.
- Collect, analyze, and present data to marketing team, collected feedback to refine reports and address team needs.

Pharmaceutical Compounding Intern   May 2021 - July 2021

Compound Preferred, LLC   Idaho Falls, Idaho

- 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.

Administrative Assistant   October 2019 - July 2021

Brigham Young University Idaho - Field Services Office   Rexburg , Idaho

- Used Excel to maintain detailed and accurate records for hundreds of individuals.
- Created and reviewed internal procedural documents to ensure accuracy and replicability of internal processes.
- Facilitated communication between students and staff members.
- Managed sensitive data and ensured compliance with relevant regulations.

Student Instructor   September 2020 - December 2020

Brigham Young University Idaho - Department of Chemistry   Rexburg, Idaho

- 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.

SKILLS

- Statistical programming and analysis in R and Python.
- Experience with key Python data science libraries, including Pandas, Matplotlib, Seaborn, and Plotly.
- Advanced experience in Microsoft Office Suite (Word, Excel, Powerpoint).
- Highly detail oriented with the ability to anticipate and resolve challenges as they arise.
- Able to work independently, manage and prioritize competing tasks.
- 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.
- English (Native), Portuguese (Fluent), Spanish (Conversational).

PROJECTS

Analysis of FDA 503-B Facility Observations   July 2021
Compound Preferred, LLC   Idaho Falls, Idaho
- 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 tools 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.

ADDITIONAL INFORMATION

References available upon request.