

# Matt Burns

(562) 588-4245 | m6urns@gmail.com | www.linkedin.com/in/matt-burns234 | mattburns.info

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## EDUCATION

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### Bachelors of Science in Biology

Brigham Young University - Idaho

- Minor in Statistics.

January 2018 - July 2021

Rexburg, Idaho

## EXPERIENCE

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### 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.
- Facilitated communication between students and staff members.
- Managed sensitive data and ensured compliance with relevant regulations.

October 2019 - July 2021

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

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- 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 they arise.
- 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

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### 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 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.

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 trouble shoot protocol and resolve technical problems as needed.
- Compiled, analyzed, and presented findings to peers and professors.

March 2021

Rexburg, Idaho

## ADDITIONAL INFORMATION

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References available upon request.