

Melissa A. Manamon

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Education

Bridgewater State University, Bridgewater, MA

Bachelor of Science in Cell/Molecular Biology

Minor: Health Promotion; member of Beta Beta Beta National Biological Honors Society

Graduation: May 2010

Relevant Experience

Accounting Firm Operations Manager

Hajiani CPA, LLC

Tyngsborough, MA

January 2025 to Present

- Manages customer service and administrative functions within a busy accounting firm, with initiative to improve turnaround time to clients in peak personal income tax season and a company ownership transition.
- Implementing electronic-based processing, workload management, and automation of basic data entry from a paper-based method.
- Expert in Quickbooks implementation and payroll management for small businesses.

Laboratory Informatics Director

Massachusetts Dept. of Public Health

Jamaica Plain, MA

December 2022 to December 2024

- Served as Data Privacy Liaison to ensure laboratory compliance with HIPAA, CLIA, FDA, and other regulatory requirements.
- Translated State Public Health Laboratory (SPHL) needs to operationalize next actions in collaboration with IT groups and vendors to ensure 24/7 uptime of laboratory technology dependencies, including technical support and reporting portal maintenance.
- Facilitated data workflow and infrastructure improvements in line with CDC's Data Modernization Initiative, including participation in the selection of a new LIMS vendor to consolidate several legacy systems into a single, cloud-based system. Other examples include: policy based instrument computer management, programmatic automation, computer/server backup and service alert routines, as well as a scalable AWS platform for processing Next-Generation Sequencing workflows currently leveraging on-premise Linux machines.
- Reorganized network storage structure for the State Public Health Laboratory within the Bureau of Infectious Disease and Laboratory Sciences for ease of access in collaboration with Bureau leadership, laboratory leadership, and IT.

Chief Operating Officer, Quality Assurance Manager

Aries Laboratories dba Indo Laboratories

Marlborough, MA

October 2020 to November 2022

- Assessed current state and implemented initial recommendations to incorporate the Quality Management System at a startup laboratory into daily operations, including provision of a Quality Manual, establishment of detailed Standard Operating Procedures and Good Laboratory Practices (GLP), and creating forms/logbooks for legally defensible traceability in all laboratory activities.
- Oversaw method development and documentation related to expanding the laboratory to obtain ISO/IEC 17025:2017 accreditation for the full scope of methods and complex matrices.
- Coordinated with Laboratory Information Management System (LIMS) vendor to customize system to account for method workflows with a strategic hire to develop in-house automations on data review.
- Designed the final Certificate of Analysis to present laboratory data to clients in accordance with regulatory requirements.
- Proposed solutions to CEO on asset management, cost reduction of routine equipment maintenance contracts and supplies, and suggested subcontractors for further laboratory automation.

Quality Assurance Officer

R.I. Analytical Laboratories, Inc.

Warwick and Smithfield, RI / Hudson, MA

May 2013 to October 2020

- Restructured and implemented a lab-wide conforming quality management system according to the ISO/IEC 17025: 2017 standard related to consumer products, water, and soil testing.
- Ensured three laboratory locations conformed with data quality and safety requirements and prompt Corrective and Preventive Action (CAPA) responses.
- Served as the main point of contact for Information Technology, technical writing, Proficiency Testing, equipment validation, and maintenance of various certification and accreditation programs.
- Implemented tracking systems to ensure completion of compliance items within assigned deadlines.
- Ensured compliance with methods, standards, and/or applicable regulations, including initial certification of Green Peaks Analytical, the first certified medical *Cannabis* testing division in the state of Rhode Island.
- Served as Chemical Hygiene Officer (2014 – End), Information Technology Project Manager (2016-End), Microbiology Laboratory Director (2014-2018), Interim Technical Director – Cannabis Division (January 2020 – End).

Microbiology Department Manager, Volatile Organic Compound Analyst

New England Testing Laboratory

North Providence, RI

April 2012 to May 2013

- Prioritized and performed EPA and NELAC standard compliant analysis of volatile organics in water and soil by GC-MS, GC-PID-FID, as well as aseptic microbiology and water toxicology analyses.
- Improved processes within the Microbiology Department to reduce inventory and labor cost while supervising three analysts.

Forensic Extractions Coordinator, Special Project Chemist

Alpha Analytical

Mansfield, MA

July 2010 to April 2012

- Assigned priorities for a group of 20 technicians, supervised laboratory technique, and reviewed documentation in all solvent extractions associated to a high-profile forensic petroleum hydrocarbon project (tissue, sediment, water, and oil matrices).
- Maintained a live database of sample status information viewable by clients and employees, while also creating documents and archiving/filing systems for hard copy and electronic records and long-term sample extract storage.
- Performed chemical extractions utilizing various extract cleanup methods and developed independent laboratory techniques with the client for unique matrices.
- Implemented a centralized inventory management/pull system for two laboratory sites related to Lean principles in collaboration with the Continuous Improvement Manager and all Laboratory Supervisors.

Laboratory Research Assistant - Volunteer

Marine Biological Laboratory

Woods Hole, MA

Summer 2009

- Built habitats, dosed Endocrine-Disrupting Chemicals (EDCs), recorded results, and drafted grant requests relevant to Laufer, Hans & Baclaski, Bryan & Koehn, Uwe. (2012). Alkylphenols affect lobster (*Homarus americanus*) larval survival, molting and metamorphosis. *Invertebrate Reproduction & Development* - 56. 66-71.

Activities & Skills

- Supplemental coursework in Internet Programming, Database Design, Hazardous Waste Operations and Emergency Response (HAZWOPER) First Responder Level, Environmental Microbiology, and Microsoft Power Automate.
- U.S. Government certification in Electronic Records Management and Confidentiality Practices.
- Former member of Rhode Island Society of Environmental Professionals (RISEP), Independent Testing Laboratory Association (ITLA), Massachusetts Dept. of Environmental Protection - Laboratory Advisory Committee, ASTM D37 Committee on Cannabis, and AOAC Cannabis Analytical Science Program (CASP).