

Taiwo Ogbebor
Carteret, NJ • 07008
taiwoogbebor@yahoo.com
862.218.1965

Executive Summary

Creative and dedicated professional with experience working with diverse people. Self-motivated with the ability to excel in a fast-paced environments; communicates effectively at all levels; strong ability in planning, organizing and implementing work priorities; manages competing priorities; and adapts readily to new challenges. Seeking a position to utilize my skills and expertise that offers growth and advancement.

Education:

DeVry University- North Brunswick, NJ
MBA Anticipated 2019

DeVry University- North Brunswick, NJ
B.A. Technology Management-

Certified Health Informatics

Essex County College- Newark, NJ
Associate of Science— General Science

Olabisi Onabanjo University- Ogun State, Nigeria
Bachelor of Science— Accounting

ACHIEVEMENT

- Dean's List 2015
- Dean's List 2016

Professional Experience

Compression, Coating, Granulation and Blending Operator
Aurobindo Pharma Dayton:
October 2017 – June 2018

- Clean and/or disassemble the equipment e.g. Mechanical Sifter, Granulator, Fluid Bed Dryer, Fitz Mill, Blender after the completion of product run as per SOP.
- Clean manufacturing room after the completion of product run as per SOP.

- Set up the equipments as per Sop's, and as per specifications in Production Batch Record.
- Maintain the equipments in good working order, inspect equipments for wear and tear, and have any worn or evaluate malfunctioning parts and report to Production Supervisor or Manager.
- Maintain equipment parts and supplies in proper condition.
- Make any machine adjustments necessary during the batch run as required.
- Document all set up and cleaning in the log book and other pertinent paperwork.
- Visually inspect equipments as it is running to verify the machine is running within normal and safe operation.
- Take in process measurements of during the product run and document these measurements in Production Batch Record.
- Keep the equipments and room clean during the production.
- Make sure all paperwork is complete and accurate throughout and after production.
- Keep accurate records of equipment usage and inspections.
- Perform any and all additional tasks relating to the operation of the manufacturing department as requested.
- Follow company policies, cGMP's and Standard Operating Procedures.
- Scan, label and process production materials according to the Standard Operating Procedures (SOPs).
- Stage carts and inspect raw materials for production in accordance with Standard Operating Procedures (SOPs).
- Follow proper sanitization and maintains segregation procedures while accurately staging carts.
- Use computer hardware and software to generate labels and reports as appropriate.
- Complete necessary documents for accountability and traceability of product following Good Documentation Practices (GDPs).
- Support compounding and operation flows wherever necessary, including cross-training for backup.
- Safely move materials to and from the warehouse, prep area and clean room.
- Maintain appropriate level of security of working area and product.
- Perform daily/weekly/monthly cleaning according to SOPs.
- Assist in other areas as needed and perform other duties as assigned.

User Consultant Service (IT)

Columbia University Medical Center New York

September 2016 – October 2017

- Solid understanding of Microsoft Windows as well as Mac OS X operating systems, as well as, general PC hardware, networking (TCP/IP, DNS, WINS, DHCP), wireless communication, and anti-virus software.
- Experience with Active Directory management tools, Hyena and logon scripts, etc.

- Receive technology-related problem calls and provide problem diagnosis and resolution for incidents and requests, or appropriately escalate to second or third tier technicians when necessary.
- Quickly ascertain the needs of the customer by carefully listening, and accurately log calls in a comprehensive manner.
- Use existing documentation to diagnose a situation, solve the problem, and document the solution or actions taken when resolving a case or escalating to second or third tier support.
- Communicate with customers over phone, email, remote support, and in-person situations in a professional, clear, and concise manner to resolve their incident or request.
- Use appropriate technologies, such as remote support, to resolve the incident or request within fifteen minutes, or escalate to second level support.
- Work within the guidelines defined by CUMC-IT Network Security, and protect CUMC passwords from the University community.
- Possess the ability to communicate and work well with coworkers, as well as individually.
- Keep call unavailability at a minimum, using pre-defined ACD codes indicating the reason for unavailability.
- Contribute to the goal of zero abandoned calls by keeping average call times under four minutes, keeping customers on hold for no more than one minute, and quickly adapting to changing circumstances and adjust priorities accordingly (ex. call spikes, high priority incidents, etc.)
- Managing departmental projects.
- Address and update assigned incidents and requests on (at least) a daily basis, keeping the customer updated on the status, until a resolution is attained.
- Maintain ownership of incidents and service requests, providing customers with status updates and resolution per Service Level Agreement (SLAs).
- Responsible for being knowledgeable of all new technologies, and communicate the latest policies and procedures.
- Ability to solve non-hardware related issues, and occasionally assist other resources with non-break-fix procedures.
- Work with the Desktop Support and System Administrators in resolving complex incidents and requests.
- Research additional tools that could assist with incident and request resolutions.
- Verify client's information prior to closing or moving calls to dispatch.
- Update ticket system with clear concise issues and resolutions.
- Schedule appropriate resources as based on policies & procedures.
- Verify all computers comply with policies prior to dispatching resources.

Alternatives Inc: Somerville, NJ;

Support Specialist

2014 – September 2016

- Implement clients' Individual Health Plans (IHP) in order to help clients increase functional independence at home
- Create 2-3 feasible goals for client IHP to present to their case managers, assist clients in achieving selected goal
- Increase client access to and use of technology by teaching clients to use computers and other technological devices
- Lead games and activities to help clients further develop fine motor and visual coordination skills learned at the day program
- Calling the pharmacy for clients' prescription and medication.

Assistant Manager – YCS:

Bridgewater, NJ

March 31st 2014

November 27th 2016

- Administration of routine, narcotic and PRN medications
- Scheduling employees shift and staff meeting
- Scheduling appointment with Vendors
- Supervising the smooth running of daily activities
- Documentation of administered medication and document in the Medication Administration Record (MAR).
- Contacting IPPC (Pharmaceutical Company) to refill or update scripts in MAR as well as contacting primary physician.

Core pharma 2015-2016

(Middlesex, NJ)

December 2012-March 2014

Granulation/Blending Machine Operator

- Perform any and all additional tasks relating to the operation of the manufacturing department as requested.
- Measure and blend pharmaceutical ingredients in large batches for the production of prescription medications.
- Made sure that all the machines were clean before and after work.
- Responsible for maintaining legible and accurate records and procedures to comply with regulatory requirements, GMP & FDA
- Clean manufacturing room after the completion of product run as per SOP.
- Operated all machines in the Granulation Department including the Gemco, Sejong High Shear Mixer, the three Dryers, Fitz Mill and the MLP.
- Knowledgeable on weighing the raw material from start to finish.
- To take apart, clean and reassemble the machines in the Granulation Department.
- Follow GMP and SOP's.

- Inspects equipment, make sure everything is safe and in working condition
- Loads. unloads and sorts materials
- Inspects materials to quality standards
- Performs basic maintenance on the machinery

Walgreens Pharmacy: Pharmacy Technician

Morris Ave, Union, NJ

February 2009-December 2012

- Data entry
- Inventory control
- Administration and bookkeeping
- Stocking and labelling of medications
- Leading and motivating other staff for an effective job
- Ensuring the best service of every customer.
- Preparing prescription medication