

Paige Holland

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DOB. 09/06/1984

EXPERIENCE

DoTERRA

May 08, 2023–November 08,2023
Quality Control Stability Coordinator

Tasks/Duties/skills

- LIM Software
- Responsible for managing development stability studies including study execution and data management in alignment with regulatory guidance documents.
- Maintain stability equipment, perform stability pulls, coordinate sample preparation/submission and testing.
- Creating stability reports using pre-defined templates and pre-existing data.
- Data review and trend evaluation, and address compliance challenges related to stability.
- Filing
- Inventory tracking
- Attention to detail
- Microsoft Excel
- Microsoft Word

Stay at home mom

October 2007 -May 8,2023

Tasks/Duties/skills

- Taking care of 2 boys one that is special needs
- Finances
- First aide
- Communication skills
- Cleaning
- Multitasking
- Tutor
- Chef
- Planning skills
- Quick problem solving skill

Doctor Sharron Lister, Tucson Az

2006 -october 2007

Job Title: Dental Assistant

Tasks/Duties

- Scheduled appointments
- Assisted the dentist in procedures
- Taking X rays
- Taking impressions
- Cleaning
- Talking to patients to help them feel comfortable
- Helping the hygienists with some of there cleanings

SKILLS

Outgoing, sociable,
people-oriented, strong
communication skills,
multi-tasking, team player,
quick to learn, willingness to
learn new things, performs
well under pressure, good
with computers, time
management

Volunteering

Soup kitchen, Portland
Oregon
Dragon boat races, Portland
Oregon
Mentored underprivileged
students in SLC back in 2005

Helped at my childrens
elementary and middle
schools.

Room mom of 5th graders

All Golf, Beaverton Oregon

May 2002 - september 2002

Job Title: Receptionist/ sales person

Tasks/Duties

- Scheduled appointments
- Merchandise sales
- Demonstrated facilities
- Cashier
- Problem solving
- Cleaning
- Phone communications
- Helped with member parties that they had

SCHOOLING

Southridge High School, Beaverton ,Oregon

1999 - 2003

Highschool Diploma , June 9, 2003

Maintained 3.50 GPA

LDS Business College , Salt lake City, Utah

07/29/2004- 05/05/2005

Associate of General Science received May 2005

Maintained 3.40 GPA

Apollo College, Tucson, Arizona

03/20/2006-01/04/2007

Dental Assistant certificate, January 2007

Maintained 3.97 GPA

REFERENCES

DIANA ALAS - Quality Control Stability Supervisor

dalas@doterra.com