Paula Preap

# Profile

A quality professional with various experiences in industries from manufacturing, retail, administrative, to quality assurance. Will be an asset to team that’s inspiring and ambitious and thrive in a challenging work environment.

# Experience

**QA DOCUMENTATION SPECIALIST • STC BIOLOGICS INC • NOV 2019-MAR 2022**

* Perform all aspects of GMP documentation: issuing test methods, forms, batch records, logbooks, SOPs and archiving in accordance with the relevant site SOPs and cGMP requirements
* Maintain and organize Quality Records, training files and electronic list of SOPS/equipment securely and in a readily retrievable system
* Manage the calibration, PM, and pest control program
* Support sample and materials management, flexibility to accommodate manufacturing and QC schedule, quarantine and release material as needed
* Manage and track biennial review of quality documents and write, format and review quality documents/procedures
* Address alarms/issues on Smart Vue monitoring system and backup generator and escalate high risk issues to management
* Support and train current employees on GDP, Quality Systems, and schedule training/meetings
* Conduct monthly walkthroughs, and help prepare/participate for internal and external audits, and batch disposition

**ADMINISTRATIVE ASSISTANT • STC BIOLOGICS INC • AUG2019 – MAR 2020**

25 Warwick St Lowell, MA 01851 (978)996-0927 [pppreap@gmail.com](mailto:pppreap@gmail.com)

* Managing and ordering supplies for the laboratory and office
* Enter and create PO/invoices and bills into QuickBooks
* Help with onboarding new employee and assist in hiring/training new employees for the operations/front desk position.
* Contact vendors and shipping services for updates on pricing, order status, and availability
* Assist program directors with coordination of samples to be sent out for outsource testing and obtains quotes for material/calibrations services
* Manages and schedule calendar for meetings/interviews.

**OPERATOR 1 • ABBOTT (FORMERLY ST. JUDE MEDICAL) • MAR2016 – NOV 2017**

* Follow GDP, GMP, and complied with safety guidelines to produced high quality medical heart catheters in a clean room environment.
* Operated various equipment, programs, and machinery such as microscopes 40x, ultrasonic/ HEPA air filter cleaner, zebra thermal transfer printer, SAP, Omnicure 1000, LUNA OBR reflectometer, and Instron tensile/compression test.
* Trained in many different stations such as pigtail splicing, lens potting, sheath assembly, pouching and trained new team member.
* Handle LAL samples and inspect pouched products for possible contaminants.
* Maintain accurate records of product to ensure quality documents are traceable.

**GUEST SERVICE ASSISTANT/ STARBUCKS BARISTA • TARGET • JUN2013 – CURRENT**

* Investigated and resolved any immediate customer inquiries and complaints in a timely and empathetic manner
* Trained new staff and assist store leaders with smooth opening and closing.

**STUDENT LIBRARY ASSISTANT • UMASS AMHERST LIBRARIES • FEB2010– OCT2013**

* Assist patrons on locating books/media, viewing microfiche, and answering question on obtaining library card/printing.

# Education

# Bachelor Degree 2014 University of Massachusetts, Amherst

# Skills

Microsoft Office , GMP, GDP

Goal Oriented, Effective Time Management and Organization Skills, Highly Dependable Team Player, Excellent Attention to Details, Strong Initiative and Fast Learner, Embrace Culture of Compliance and Process Improvements