

Rachel Nankervis

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SUMMARY

Undergraduate student studying Scientific & Technical Communications with a passion for compliance. Motivated worker with the capacity to blend technical and communication skills to maintain quality compliance, work strongly in multidisciplinary teams, and enhance business success utilizing technical writing and documentation.

EDUCATION

Michigan Technological University
BS, Scientific and Technical Communications (GPA: 3.71)
Graduating: December 2016

EXPERIENCE

Regulatory Affairs, Medical Affairs, & Clinical Trials Intern, May 2016 - August 2016

Boston Scientific

- Authored a 30 Day Notice for a Manufacturing Change and submitted to Food & Drug Administration for approval to implement change and sell product in the U.S.
- Tailored Informed Consent Forms for specific U.S. & European Union clinical trials for combination product
- Completed financial expenditure analysis for Investigator Sponsored Research
- Enhanced Clinical Experience Summary by organizing product families per indicated clinical use to support global regulatory filings

Portable Ventilator Project Team Member, January 2016 - Present

Innovative Global Solutions Enterprise

- Designing and building a low-cost portable ventilator for Ghana & other developing countries
- Developing content for user manual & presentations

Student Coordinator, October 2014 – October 2015

Center for Pre College Outreach

- Managed 150 participant schedules for the Engineering Scholars Program while keeping close communication with parents and students to ensure the successful program completion
- Worked with computer data entry of secure information
- Assisted in the coordination of events: Get WISE, Engineering Olympics, and Tivitz

TECHNICAL SKILLS

MATLAB | UGNX | Microsoft Suite | Photoshop | InDesign | Illustrator | Dreamweaver

LEADERSHIP

Director of Finance, Delta Phi Epsilon, May 2016 - Current

- Tracking overall sorority budget as well as member's payment plans, bills, and any fines that are incurred
- Regularly communicate with national headquarters regarding budgets, payment plans, and bills

Vice President of Programming, Delta Phi Epsilon, April 2015 – April 2016

- Coordinated semester calendar in alignment with nationally mandated standards
- Worked with Leadership Team to balance the chapter's involvement

Vice President of House Management, Delta Phi Epsilon, February - May 2015

- Communicated efficiently and effectively with National Representative about household operations

Participant, Leadershape Institute, January 2014

- Week long nationally recognized leadership program for college students
- Invited Sponsored Participant

Orientation Team Leader, Michigan Technological University, Aug 2013-Aug 2015

- Led teams of new students through a week long comprehensive orientation program in close cooperation with university resources: residential life, academic departments, faculty, and staff

ACCOMPLISHMENTS

- Dean's List
- Presidential Distinction Scholarship
- Michigan Competitive Scholarship