

**Katherine Forng**

# Experience

**Care Systems Inc. 8/2016 – Present**

**Project Coordinator/Business Analyst**

* Spearheaded efforts in organizing and completing multiple ITT/RFP/SSN/RFI/PQQ/BAFO response submissions across the US, Ireland, and Thailand
* Instrumental in securing a US government agency contract award by giving a 2-hour pre-contract award demonstration; invited to demonstrate after organizing and completing successful BAFO submission
* Delegated resources and gathered functional requirement responses; proofread and revised proposal submission responses
* Collaborated with senior management to create Gantt charts and cost sheets
* Organized system capability statements into external documents and presentations
* Key role in helping project managers maintain project deadlines and track deliverables/development milestones
* Lead on-site requirements gathering meeting under a mentor project manager; participated in project kick-off meetings
* Analyzed and evaluated marketspace trends for business development opportunities
* Developed knowledge in formulating small business strategic plans

**AstraZeneca Supply Biologics 6/2013 – 09/2013**

**Lab Analyst**

* Performed GMP Environmental Monitoring assays in ISO 5 and ISO 7 cleanroom areas of the
* production module and GMP Raw Material Bioburden assay. Assisted in the production module
* environmental excursion investigations.
* Developed skills to operate in precise and procedural environments.

**MedImmune 6/2010 – 9/2010 & 6/2011 – 9/2011**

**Lab Analyst**

* Performed Specific Ion identification tests. Able to complete rush sample testing and maintain material release timeline (149 samples in a single work day; average of 40-45 a day for other analysts).
* Main analyst for the GMP Raw Material Bioburden Assay using compendial membrane filtration and pour plate methods; primary backup analyst for Biological Indicator (BI) Strip testing.
* Required high levels of precision and attention to detail

**University of Maryland DETS 09/2014 – 12/2015**

**Technical Director**

* Provided live support for remote access of lectures for students at different campuses of the University of Maryland.

# Education

**Bachelor of Arts, Economics**

*University of Maryland, College Park*

# Awards

Alpha Phi Omega's John Mack Scholarship Award 2015

* Awarded to members who exhibit volunteerism and unselfish service to others; exhibit significant participation and leadership in extracurricular activities to benefit individuals in need and/or charitable and/or humanitarian organizations.

**Skills**

* Speaks Chinese
* Literate in software/hardware specifications
* Familiar with Windows OS, Microsoft applications (Excel, Word, PowerPoint, Outlook, etc.), Salesforce
* Basic STATA
* Strong usage of Internet to conduct research.

**Volunteer Experience**

**Alpha Phi Omega National Co-ed Service Fraternity (Spring 2013 – Spring 2016)**

Membership Vice President (Executive Board Officer) – Fall Semester 2014

* Launched new program for organizing educational panels as well as chair positions and partnerships with other service-oriented organizations. Maintained detailed spreadsheet audit of over 200 members.

Fundraising Chair (Executive Board Chair) – Spring Semester 2014

* Created cost-effective fundraising projects and facilitated the planning and execution of these projects.

Recording Secretary (Executive Board Officer) – Fall Semester 2013

* Created and maintained a detailed online archive of Brotherhood meeting notes. Restructured organizational scheme of the Brotherhood archival system.

**Tzu-Ching Greater Washington DC Chapter**

President – Fall 2011 to Spring 2014

* Acting liaison between collegiate volunteers of the Tzu-Ching organization and volunteers in the parent Tzu-Chi organization.