

Name & Header

OBJECTIVE

A **Data Entry Administrator position** for a diligent individual, who is flexible and has the ability to quickly adapt to the work environment and ability to solve situations in an orderly manner.

SKILLS

Computer: JavaScript, Microsoft Office, Adobe, Multiple Internet Platforms, Google Docs
Social Media: Facebook, Instagram, Twitter, Linked In, Google Plus, YouTube
Operating Systems: Windows (XP, Vista, 7, 8, 10) and MAC OSX

EXPERIENCE

Formulation Technician AustarPharma, LLC Edison, NJ Apr. 2015-present

- Conducted analytical laboratory tests for R&D of new products and processes
- Performed dissolutions of active pharmaceutical ingredient (API)
- Monitored strict controlled good manufacturing practices (cGMP)
- Obtained experience in product development for Solid Dosage Manufacturing
- Operated heavy machinery for Granulation (Diosna P 800), Drying (Glatt Fluid Bed Dryer), Milling (Quadro 196R Co-mil), Compression (Kikusui Libra 2, New Gemini, and Korsch TRP900), and Coating (Vector Hi-coater HC 130L)

Case Manager/HR Assistant Happy Dragon of USA Corona, NY July 2014–Feb. 2015

- Worked in the Human Resources, Marketing, Internal Audit and Evaluation Departments
- Worked with Department of Education to assign providers to cases with SESIS Provider Assignment software
- Handled transmittals from CSE/CPSE Administrators; Traveled and assisted in marketing the agency to doctor offices
- Billed and created invoices for services that were provided; Recorded referrals and service requests
- Organized, updated and filed employee's, contracted provider's, and children's folders
- Cleared fax transmissions and distributed faxes to the respective coordinator
- Created Service Authorization Packages for Early Intervention Department
- Implemented a tracking system to request for Progress Notes

Quality Analyst Technician The Gourmet Factory Hauppauge, NY Sep. 2013–Jan. 2014

- Monitored the production floor and demonstrated understanding of Good Manufacturing Practices (GMP) and Good Laboratory Practices (GLP); Ensured quality and safety of final product
- Inspected raw material, monitored equipment and performed mechanical and physical tests on finished products

Head Official Dept. Recreation & Intramural Svcs. Buffalo, NY Sep. 2010–May 2013

- Supervised over 50 intramural games during the school year for volleyball and football
- Set up and took down heavy equipment and delegated responsibilities to fellow employees
- Trained over 15 referees, taught them the basic rules and necessities for each sport

Cashier/Store Assoc./Stock Clerk Koryodang Great Neck, NY July 2009

- Greeted customers and handled customer inquiries; Unpacked, marked, stocked shelves and helped customers with packages
- Assisted customers in order selection, recommended specific menu items and ensured prompt, accurate service

Front Store Clerk Q.T. Young Laundry Manhasset, NY Sep. 2010–May 2013

- Greeted customers and provided customer service including maintenance in the front of the store; Accurately managed cash
- Informed customers about services available and assessed customer needs

EDUCATION

M.S. – Information Systems – Database concentration Touro College New York, NY Expected May 2017

Key Courses: Web Programming I, Web Programming II, Web Programming Lab I and II

B.A. – Chemistry SUNY – University of Buffalo Buffalo, NY May 2013

Key Courses: Intro to Computers and Stats, Computers: A General Introduction, Statistics

AFFILIATIONS

- Shadowed Lab Tech at North Shore Diabetes and Endocrine Associates
- Co-manager for The Outpost at Manhasset High School
- Volunteer at University at Buffalo's Move-In Crew
- Volunteer for Habitat for Humanity
- Member of International Club