

## CURRICULUM VITAE

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## PROFESSIONAL EXPERIENCE

### INDEPENDENT CONSULTANT

2001–Present

#### Associate of Merchant-Taylor International (MTI)

MTI is a consulting group specializing in clinical trial design and preparation of regulatory filings, for which I consult in the development of preclinical protocols to support regulatory submissions, summarize preclinical data and reports, and generate hard copy and electronic documents for regulatory submission.

#### Independent Consultant

Technical and regulatory assistance in preclinical protocol development and data input, verification, quality control, and analysis. Draft, edit, and verify study reports, generate hard copy and electronic documents for regulatory submission. Business development and marketing.

### SIERRA BIOMEDICAL, A Charles River Company, SAN DIEGO, CA

1994–2001

Previously known as HTI Bio-Services, Inc.

#### Technical Services Manager

Management and coordination of preclinical protocol and report generation, data reduction, and statistical requirements for the San Diego Division. Responsibilities included: supervision and training of the technical publishing and data reduction staff; development and monitoring of budgets; resource planning; development of project timelines and assignment of tasks; drafting and implementing standard operating procedures, overseeing the completion of critical project milestones, quality control of documentation and tabulated data, and document control. Also functioned as the point of contact for client meetings and as senior technical writer for protocols and reports.

Accomplishments: Developed policies and procedures for the generation of electronic reports in Adobe pdf format for submission to regulatory agencies, i.e., U.S. Food and Drug Administration (FDA) and Center for Veterinary Medicine; developed regulatory-specific report formats and client-specific formats intended for incorporation into IND and NDA applications. Developed in-house data management and statistical analysis capabilities. Implemented automated table generation procedures that enabled my department to meet client requirements with reduced staff.

#### Marketing Administrator

Nov 1994–Oct 1995

Coordinated new business effort by identifying and contacting potential clients. Updated and maintained client/prospect database and coordinated follow-up program. Coordinated trade show appearances and represented the company in the booths. Wrote advertisements, direct mailers and literature to promote HTI and its services.

## EDUCATION

Indiana University-Purdue University, Indianapolis  
Bachelor of Science Degree in Business Analysis/Administration

University of Phoenix  
Currently pursuing Masters of Business Administration-Technology Management