

## ***Senior Project & Program Coordinator***

*Focused on courteous, effective coordination and timely management support*

### **COMPETENCIES**

- ◆ Detail management of complex MS Project timelines
- ◆ Monitoring of project life-cycle and facilitation of project phase reviews
- ◆ Scheduling of meetings, resources, and materials
- ◆ Bill of Materials (BOM )Management
- ◆ Writing and editing of reports, papers, correspondence, phase summaries
- ◆ Corrective Actions – Start to Finish
- ◆ Design Control - SOP and documentation
- ◆ Verification and Validation (V&V) Test Protocol & Report review
- ◆ Genial cross-functional information-gathering, coordination, and intervention
- ◆ Detailed Budget & Costing Spreadsheets: data collection, continuous management, reporting
- ◆ Tracking and management, with status reports of: Budgets, timelines, resources, critical action items
- ◆ Review, track, & processing of routine expenses
- ◆ Supplier assessments, negotiation, coordination, communications, and quality conformance audits
- ◆ Fastidious records organization and management
- ◆ Change & Revision Control – All aspects
- ◆ Creation and maintenance of technical library, including Design History File (DHF)

### **QUALIFICATIONS**

- ◆ Fifteen years working closely with diverse groups and departments: manufacturing and engineering teams, Finance, Operations, and Quality, and Regulatory, under tight deadlines. Experienced in building trust and mutual respect in dynamic team environments.
- ◆ Ten years Program Coordination experience with timeline management and multi-functional communications in product development environment. Budgeting and reporting, interventions to support achieving milestones on the critical path, and incorporating scope adjustments.
- ◆ Trained in Quality requirements, implementation, and certification, quality system and supplier auditing, project/program management, materials management/supply chain, GMP.
- ◆ Proven problem-solver with sound judgment, able to conscientiously and flexibly manage simultaneous responsibilities toward positive outcomes.

### **PROFESSIONAL EXPERIENCE**

**Self-Employed** - Mountain View, CA  
*Business Support Project Management*

Jan. 2009 – Aug. 2011

#### **Bookkeeper and Editor**

- ◆ Completed various bookkeeping projects for clients, including business and file organization to prepare for tax filing and for IRS audit. Review and building of financial records and files for completeness and accuracy, and bringing accounts up to date.
- ◆ Editing projects – start to finish: Review and correction of grammar, punctuation, word precision, document length, and clarity. Included assembly in Publisher (with graphics) and making arrangements with printing suppliers.

## PROFESSIONAL EXPERIENCE CON'T.

### **Pelikan Technologies** - Palo Alto, CA

Dec. 2002 – Jun. 2008

*Medical Device*

#### **Supply Chain Supervisor**

- ♦ Responsible for management of every aspect of projects related to materials and parts purchases, scheduling, warehousing, and logistics. Also responsible for arranging and conducting Supplier evaluations and audits.
- ♦ Project owner for implementation of Operations section of new ERP system; defined necessary parameters and tested data, in coordination with Finance .
- ♦ Primary role in reviewing and approval of records changes, and formal release of project documents such as project plans, drawings, and final test and audit reports, which included routing these documents through various authors and reviewers, and integrating their inputs.
- ♦ Produced elaborate cost spreadsheets and tooling value summaries for regular use by Program Directors and Finance, providing reports as requested.
- ♦ Defined and supervised the processes and employee activities for the shipping/receiving and warehousing functions.

#### **Sr. Program Coordinator**

- ♦ Created and maintained complex and detailed multi-functional project timelines. Tracked and reported expenditures. Provided regular project status reports. Identified and reported resource needs. Monitored all aspects of project life-cycle and status of deliverables.
- ♦ Assisted in articulating Development Phase definitions, conducting phase reviews, and completing all related documentation. Scheduled and documented design/project reviews.
- ♦ Responsible for nurturing projects from early stages to closure, encouraging various team members to meet their part of the team goals in a timely fashion.
- ♦ Primary role in collecting and organizing project histories. Also took responsibility for following up on corrective actions and identifying performance of project elements, such as new procedures.
- ♦ Assisted with ongoing engineering purchasing and planning for development testing.

#### **Program Coordinator**

- ♦ Created and maintained both functional and overview project timelines. Coordinated collection of task information from Quality, Engineering, Finance, Regulatory, and Marketing for scheduling and planning changes. Assisted in training team on project process.
- ♦ Wrote bulk of original SOPs used to define Quality system, including Document Control, Change Control, and Design Control, all incorporated in QA system, resulting in ISO certification (with TUV) and CE marking.

### **AlgoRx Technologies** - Fremont, CA

Jun. – Oct. 2002

*Drug Delivery / Medical Device*

#### **QA Document Specialist (temp contract)**

- ♦ Special projects in Document Control: Organized the contents of two document file rooms to improve order, cataloging hundreds of protocols, reports, and clinical data files, and arranging hard-copy and electronic files for logical access. Participated in routine QA document review and distribution (change control).
- ♦ Audited procedure, training, and Quality files for currency and consistency to both indices and regulatory requirements.

## PROFESSIONAL EXPERIENCE CON'T.

**Aerogen, Inc.** - Mountain View, CA

Feb. 1999 – Jan. 2002

*Drug Delivery / Medical Device*

### Project Management Associate

- ♦ Originated project status reports, developed MS Project plans, system requirements documents, design control and product development processes, and product directions for use (DFU) - all requiring research, stakeholder interviewing, and extensive review/editing. Monitored project deliverables.
- ♦ Created and tracked budget spreadsheets. Participated in project audits by client-partners.

## ACADEMIC EDUCATION

- ♦ University of Oregon, Eugene, Physics major. Computer Science and Math minors completed, 198 total college credits.
- ♦ Eastfield College, Dallas Texas, two years general study, emphasis math and science, honor roll
- ♦ Recent misc. refresher math and science, De Anza College, Cupertino, 39hrs, dean's list

## PROFESSIONAL TRAINING

- ♦ Nonviolent Communication (NVC), methods of Marshall Rosenberg: workshops & weekly group study
- ♦ APICS materials management coursework (Association for Operations Management), Santa Clara chapter
- ♦ Project and Program Management certificate program, UC Santa Cruz Extension
- ♦ ISO Internal Assessor Training, Peak Consulting Group, Santa Clara
- ♦ GMP Training, Peak Consulting Group, Santa Clara
- ♦ Diversity and Cultural Tolerance Program, Diversity Institute, Santa Cruz
- ♦ Auditing: on-the job training (Pelikan Technologies)

## COMPUTER SOFTWARE

- ♦ Fully competent using Windows 7, Vista, and XP operating systems. Accustomed to working with drawings from SolidWorks.
- ♦ Recent heaviest software use: MS 2007 Office package, including Word, Excel, Outlook, Powerpoint, Publisher. Also Visio, MS Project, and Lawson ERP.
- ♦ Guaranteed to learn all new programs rapidly.