

Hannah Jezior
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EDUCATION

James Madison University. Harrisonburg, VA
Earth Science, Bachelor of Arts (Graduated May 2015)

Blue Ridge Community College. Weyers Cave , VA
Associates of Liberal Arts and Sciences (Graduated May 2011)

EXPERIENCE

Merck & Co.

Quality Analyst; Jul 2017-Current

- Ensuring batch records, site processes and procedures align with cGMP regulations.
- Supporting shop floor operations by conducting daily audits of sterile core and supporting production areas.
- Aiding in quality deviation investigations.
- Reviewing and approving change controls.
- Assisting during internal and external regulatory health agency audits.
- Authoring, reviewing and approving procedures and protocols.
- Authoring the Annual Product Review.

Environmental Monitoring Laboratory Technician; Jun 2016- Jun 2017

- Air, surface, water and personnel monitoring in the finished antibiotic areas.
- Reviewing and evaluating Environmental M data.
- Using LIMS to make sampling schedules, performing results entry and running reports.
- Reading and recording EM plates.
- Aiding in investigation and review of excursions.
- Teaching Aseptic Technique and Gowning class.
- Drafting and revising Standard Operating Procedures.
- Adhering to current Good Manufacturing Practices.

Agile One

Document Specialist for Merck & Co. assisting Learning and Development; Apr 2016-Jun 2016

- Reviewed and formatted learning and training documents for all areas of site.
- Created informational and promotional pamphlets to foster collaboration for training efforts for site.
- Tracking of training methods for site.

Document Specialist for Merck & Co. assisting Document Control Team; Apr 2015- Apr 2016

- Assisted all areas of the plant by revising, formatting and managing workflow of SOPs, CJAs and forms.
- Used Eloquent to fulfill protocol requests from all plant areas.
- Supported MK-1293 inspection readiness through scanning, printing, pulling, and filing of documents.
- Helped to create internal document to aid in the training of new contractors.
- Scheduled interviews for external candidate.
- Supported the plant site during audits.
- Helped to develop central document repository.
- Assisted repository visitors by locating documents and checking out documents.
- Performed clerical work such as filing, scanning, copying and printing.

Residence Inn by Marriott

Sales Coordinator, Front Desk Agent; 2014-2015

- Organized paperwork for different business accounts.
- Formulated business proposals and contracts.
- Sold hotel room blocks and meeting space.
- Built relationships with local, national and global businesses such as Sentara, Mary Kay, Leidos and James Madison University through face to face meetings, phone calls and emails.
- Led weekly meetings for hotel employees.

Defense Technology Equipment Inc

Data Entry Associate; 2012

- Worked closely with account managers to make quotes of merchandise for different airlines.
- Received quotes from customers and organized them into the company's system.
- Filed previous company purchases, sales and returns.
- Communicated via phone calls and Email with national and international clients in regards to merchandise.

INTERNSHIP

Shenandoah Riverkeeper

- Investigated the use of biosolids as fertilization in Augusta, Rockingham and Clarke County to learn how this fertilizer is affecting the overall phosphorous levels in the Shenandoah River.
- Worked with the Department of Environmental Quality to access Nutrient Management Plans for Rockingham, Augusta and Clarke Counties.
- Data derived from internship is under consideration to be a part of the legal record in the Riverkeeper's challenge of Virginia's sludge regulations.

SKILLS

- LIMS
- Comet SAP
- MIDAS
- Trackwise
- Eloquent
- Microsoft Word, Excel and PowerPoint
- VITAShare
- Fluent Portuguese
- Intermediate Spanish