

Karen Mesaros

Denver, CO 80221

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(303) 520-0295

Authorized to work in the US for any employer

Work Experience

Eldon James - Denver, CO
August 2018 to Present

Ascent Solar - Thornton, CO
March 2009 to June 2018

Inverness Medical - Biostar, Inc
June 2003 to September 2008

Thermo Electron - Biostar, Inc
August 1994 to June 2003

Education

High school or equivalent

Additional Information

- Works well in team situations as well as independently to achieve company goals.
- Well organized professional with the ability to support multiple projects at once.
- Advanced user of common office machines and software packages such as MS Word, Excel, and PowerPoint.
- Knowledgeable of database structures and functions.

Customer Service and Satisfaction

- Anticipates needs of others in order to provide customer service in a timely manner.
- Works collaboratively with other professionals to provide a satisfactory customer experience.
- Created, used, and reviewed policies and procedures which enhanced product production and customer satisfaction.
- Used product knowledge to assure product distribution was in-line with company standards.

Project Development and Management

- Verified completed projects to ensure they met company quality standards.
- Supervised project development to ensure processes were in-line with regulatory standards.
- Monitored reporting processes to ensure efficient and timely completion.
- Authored, edited, and updated organizational procedures in line with industry standards.

- Worked interdepartmentally to support production planning and product consistency across organization.

Quality Assurance & Quality Control

- Worked to gain team consensus to assure products met organizational standards of quality and consistency.
- Proficient researcher who supported product development and product release in line with regulatory and quality expectations.
- Organized professional who is capable of maintaining an efficient filing system designed for easy retrieval of historic information.
- Supported organizational departments with ideation processes which led to innovative product solutions.