

Issued to: [REDACTED]	Written By: [REDACTED]	 YEATMAN SCIENTIFIC
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Section 1: Summary

+15 years of pharmaceutical laboratory experience backed up with QA, QC and leadership experience. I'm a trained trainer, an effective problem solver and decision maker possessing excellent communication, documentation design and review skills.

Section 2: Previous Roles

2.1. [REDACTED] 2006 – Oct 2012 [REDACTED]

2.1.1. Microbiology Team Leader (2006-2012)

2.1.2. Regional Microbiology Cluster Leader (2006-2009)

I lead a team of 2-5 microbiologists through day to day testing of production, raw materials, finished goods and stability samples by ensuring they had the training, knowledge and resources to get the job done. As a regional leader I lead conference calls and the harmonisation of site methods.

2.1.1.1. Main Responsibilities

- Team motivation and empowerment
- Microbiological bioassay and test scheduling
- Ensure on time and in full results
- Review and approval of microbiological data
- Manage viable environmental monitoring program
- Develop and deliver training
- Conduct out of specification & microbiological investigations
- Conduct performance reviews
- Act as consultant to other departments/sites
- Draft, update & review controlled documents
- Use of LIMS system and custom databases

2.1.1.2. Key Achievements

- Successfully facilitated smooth transition from paper based to electronically derived worksheets
- Successful development of well based antibiotic potency assay for Amphotericin B
- Validated microbiology media expiry dates
- Improved repeatability of Gramicidin (turbidimetric antibiotic) bioassay
- Developed "Microbiology For Non Microbiologists" presentation & training package

2.2. [REDACTED] 2004 – 2006

2.2.1. Microbiology QA Associate

2.2.1.1. Main Responsibilities

- Control of Sterile Media Fill trials
- Validation of autoclave loading patterns
- Validation of incubators
- Consultant to other departments
- Lead investigations into contamination
- Key role in setup of new LIMS system (IQ/OQ/PQ)
- Documentation update & review
- Collect data for annual product reviews as required
- Conduct house keeping audits
- Participation in large scale site projects

2.2.1.2. Key Achievements

- Successfully managed information campaign for introduction of new LIMS system and VEM program
- Successful running of Sterile Media Fill Trial program

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Professional Resume

2.3. [REDACTED] 1997 – 1999 [REDACTED] 1999-2004

2.3.1. Microbiology Officer (2002-2004)

2.3.2. Senior Microbiology Analyst (1999-2002)

2.3.3. Microbiology Analyst (1998-1999)

2.3.4. Microbiology Technician (1997-1998)

2.3.1.1. Main Responsibilities

- Team motivation and empowerment
- Schedule team's daily tasks
- Ensure on time and in full results
- Review and approve microbiological data
- Develop and deliver training
- Conduct OOS & microbiological investigations
- Act as consultant to other departments/sites
- Draft & update controlled documents
- Equipment and Computer Validation
- Conduct Viable Environmental Monitoring
- Database (MS Access) administration & programming
- Media preparation

2.3.1.2. Key Achievements

- Successful validation of "Merck MAS-100" Air Sampler
- Successful of Bioburden test procedures
- Successful validation and requalification of autoclave loading patterns.
- Redraw maps of production rooms for Viable Monitoring purposes.

Section 3: Education

3.1. Bachelor Of Science (Microbiology & Immunology) 1992-1994

3.1.1. Monash University, Clayton, Victoria

3.2 Diploma of Commercial Arts (Graphic Design) 2010-2012

3.2.1. Commercial Arts Training College, Melbourne, Victoria

3.2.2. Special mention for 2010 Scholarship submission

3.2.3. Recipient of The DaVinci Award – given to the student who showed the most development during course.

3.3 BSZ 404A Train Small Groups 2004

3.3.1. Melbourne University

3.3.2. A module of BSZ 40198 Certificate IV in Assessment and Workplace Training

Section 4: Accreditation & Certificates

4.1 Leadership Great Leaders, Great Teams, Great Results Program

4.1.1. 3 day course by Franklin Covey

4.2 Effective Supervisory Management

4.2.1. 12 week course (6hrs.week) by Leadership Management Australia

4.3. Mapping Business Communications

4.3.1. 2 day technical writing course by Tactics

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4.4. Problem Solving & Decision Making

4.4.1. 3 day course by Kepner Tregoe

Section 5: Transferable Skills & Additional Competencies

- Problem solving & decision making
- Time management
- Development & delivery of training programs
- Documentation Control
- Leadership and mentoring
- Task schedule & delegation
- Programming skills (DOS, Pascal, Basic, HTML, CSS)
- Use of Microsoft FrontPage
- Use of Microsoft and Apple based operating systems
- Use of Microsoft Office software suite inc. Visio
- Use of Adobe CS5 Illustrator, Photoshop, InDesign, Dreamweaver and Acrobat
- Web Design: Front Page, Dreamweaver, WordPress
- Technical illustration and writing
- Public speaking & presentation delivery
- Process auditing
- High level of written and oral communication skills
- Ability to write for different target audiences

Section 6: References

6.1 Reference 1

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

6.2 Reference 1

[Redacted]
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6.3 Reference 1

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