**Sample Coordinator**

ROBERT SMITH

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Alabama.

# Objective

Exhibit great communication skills and a reliable team player. Extra mile to make sure that all job assignments are completed. Able to adapt and adjust to change easily.

# Skills

Microsoft Office, Communications, Documentation.

# Work Experience

## Sample Coordinator

**ABC Corporation** ­ 2012 – February 2016

* Responsible for setting and implementing policies relating to the management of materials received at Catalent Pharma Solutions.
* Effectively and efficiently direct materials management, contract management, and project

management functions.

* Responsible for setting and implementing policies relating to the management of materials.
* Manage the materials planning, contract analysts, project managers, procurement, warehousing, shipping, sample coordination.
* Develop and implement appropriate systems and controls to effectively manage the existing

operation and meet the needs of the organization.

* Receive and inspect incoming samples, takes the necessary actions if the samples do not comply with the SOPs.
* Function as a peer reviewer for sample coordination or other department staff.

## Sample Coordinator

**ABC Corporation** ­ 2007 – 2012

* Responsible for hand-making all prototype samples for potential new customers/products.
* Responsible for hand-making samples for capability studies and customer stability studies.
* Performed documentation of capability results.
* Maintained all MSDS in the facility.
* Monitor all QA and lab supplies in inventory.
* Ensured that the lab was cGMP compliant, clean and orderly.
* Conducted PH, specific gravity, viscosity and peroxide testing..

# Education

Master in Business Administration - (University of Phoenix)