

Sample Coordinator

ROBERT SMITH

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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)