

LISA ROGGE

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Scientific & Regulatory Consultants, Inc. provides a full range of regulatory services for the antimicrobial industry. Our consultants' insight provides scientifically-sound, cost-effective, and timely solutions to routine and complex issues facing our clients. Our collective knowledge base includes experience in industry, laboratories and with government entities. For more information about Scientific & Regulatory Consultants, Inc. visit our website at www.sriconsultants.com

PROFESSIONAL EXPERIENCE

Scientific & Regulatory Consultants, Inc., Columbia City, IN

2013 - Present

Operations Specialist

- Maintain electronic files
- Literature research
- Assist Federal/State Teams with client FDA/EPA/DPR submissions
- Organize employee activities/meetings
- Review contracts and service agreements
- Assist with federal and state registration projects

Colorado Management & Associates, Inc., Centennial, CO

2007 - 2012

Administrative Supervisor

- Supervised administrative and intern staff
- Executive Assistant to CEO and President
- Created/tracked current and potential contracts
- Created/updated company policies and procedures
- Payroll
- Employee hiring and orientation
- FHA and DORA coordinator
- Website production and management
- Created newsletters, correspondence, and board packets

Belden Denver (formerly ICM Corp.), Denver, CO

2006 - 2007

Executive Assistant

- Executive Assistant to CEO, President, and Vice President
- Employee Benefits administration
- Human Resources
- Payroll
- Scheduled international and domestic travel
- Organized customer appreciation events
- Tracked daily sales, shipments, and production costs

CPA Offices, Littleton, CO

2000 - 2006

Administrative Assistant/Office Manager

- Produced audit reports and tax returns
- Updated records and filing system
- General office duties

Nebraska Surgery Center, Lincoln, NE

1999 - 2000

Medical Transcriptionist/Coder/Medical Records

- Transcription
- Records maintenance
- Coding and billing
- Set up transcription and medical records departments
- General office duties (proofreading, meeting minutes, agendas, meeting packets)

Pathology Medical Services, P.C., Lincoln, NE

1996 - 2000

Medical Transcriptionist Secretary

- Transcription
- Scheduling
- Slide send outs

EDUCATION

Professional Certificate, Human Resources Generalist, Rockhurst University Continuing Education Center, Inc.; 2015

Diploma, Medical Office Administration, Lincoln School of Commerce (now Kaplan University), Lincoln, NE; 1996

General Science Courses, Southeast Community College, Beatrice, NE; 1994

CORPORATE PROFESSIONAL AFFILIATIONS

American Chemistry Council (ACC) Biocide Panel
British Association of Chemical Specialties (BACS)
Household & Commercial Products Association (HCPA) (Formerly CSPA)
International Sanitary Supply Association (ISSA)
Personal Care Products Council (PCPC)

PROFESSIONAL DEVELOPMENT

U.S. Environmental Protection Agency (EPA)

Antimicrobial Data Requirements 40 CFR Part 158, Subpart W:
Mammalian Toxicology Data Requirements for Antimicrobial Pesticides; 07/16
Environmental Fate & Transport; 08/16
Antimicrobials Used in Cooling Water Systems; 08/16

PRIA III Meeting; 03/14

Aptera Software

Microsoft Experience Training; 09/13

CEDIA University

Introduction to Human Resources; 09/07

The Legal Side of Human Resources; 09/07

Compliance4All

21 CFR Part 11 – Compliance for Electronic Records and Signatures; 04/17

FDA News

Writing Effective SOPs; 04/17

FOI Services

Good Manufacturing Practices; FDA's Current Priorities; 08/13

FX Conferences

e-Signatures – Legal and Regulatory Issues & Best Practices; 08/16

Gladieux Consulting

Better Business Writing – Business Writing Fundamentals; 03/14

Better Business Writing; Skill Building; 08/13

Indiana University – Purdue University – Fort Wayne (IPFW)

Professionalism and Etiquette for Business; 10/17

The Building Blocks of Effective Messages; 08/17

National Training Seminars

The Essentials of Credibility, Confidence, and Composure; 06/15

8 Steps for Highly Effective Negotiation; Letting the Other Person Have Your Way; 04/15

How to Facilitate Meetings Effectively; 02/15

Business Writing Essentials: Make Your Point Clearly & Concisely; 02/15

Mastering Microsoft Excel Macros; 06/14

How to Manage Priorities & Time; 08/13

Scientific & Regulatory Consultants, Inc.

NSF Overview; 02/16

Telephone Etiquette; 02/16

NOA (Notice of Arrival); 06/15

Market Label Review; 03/14

US EPA and CA DPR 101; 03/14

CRP (Child Resistant Packaging); 05/14