

MAREN STEWART

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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.srconsultants.com

PROFESSIONAL EXPERIENCE

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

2016 - Present

Operations Specialist

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

Stewart Sales Group, Inc., Fort Wayne, IN

2011 - 2016

Office Administrator

- Executive Assistant to President
- Responsible for accounts payable/receivable and payroll functions
- Coordinated employee benefits and hiring
- Created/updated company policies and procedures
- Processed monthly expense reports
- Created monthly financial reports

Law Office of Samuel W. Jarjour, Fort Wayne, IN

2010 - 2011

Paralegal/Legal Assistant

- Prepared and filed pleadings, correspondence and mediation statements in a variety of cases, including criminal, family law and general litigation matters
- Corresponded with clients, courts, witnesses and attorneys; scheduled court dates, meetings and depositions
- Performed legal and investigative research
- Calculated appropriate child support withholding in accordance with Indiana Child Support Guidelines

Paralegal

- Assisted attorneys with litigation matters including research, investigation and case management
- Responsible for locating and organizing pertinent documents, and corresponding with outside counsel and internal clients
- Reviewed/processed all garnishment and child support orders for affected Lincoln National Corporation agents and employees. Calculated proper withholding and directed Payroll Department regarding implementation

Paralegal

- Managed personal injury litigation caseload of 75+ files
- Conducted initial interviews with potential clients
- Located and gathered information including police reports, medical bills and records, and employment records. Reviewed and summarized records for the attorneys
- Prepared clients for testimony and drafted mediation brochures, correspondence, pleadings and discovery
- Negotiated reduction of medical bills and subrogation claims with medical care providers and insurers
- Performed medical, legal and investigative research

Paralegal

- Managed insurance defense cases including product liability, medical malpractice and personal injury
- Consistently met or exceeded billing requirements of 1300 hours per month
- Conducted extensive medical research; interviewed doctors and medical experts
- Drafted submissions to Medical Review Panel
- Assisted in trial preparation

EDUCATION

B.S. Business Administration, Ferris State University, Big Rapids, MI
A. A. S. Paralegal Studies, Ferris State University, Big Rapids, MI

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

Indiana University – Purdue University – Fort Wayne (IPFW)

Leveraging the Power of LinkedIn; 11/17

Professionalism and Etiquette for Business; 10/17

The Building Blocks of Effective Messages; 08/17

Society of Quality Assurance (SQA)

Tactical Questioning; 11/17