

**RENE' LEITHEIM**

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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.srcconsultants.com](http://www.srcconsultants.com)

**PROFESSIONAL EXPERIENCE**

**Scientific & Regulatory Consultants, Inc.,** Columbia City, IN 2004 - Present

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**State Registration Specialist (2010 – Present)**

- Prepare and submit initial state product registrations
- Process state registration renewals
- Review product labeling
- Maintain database programs

**Administrative Assistant (2004 – 2010)**

- Convert journal articles to electronic library
- Maintain database program
- Bibliography research
- Support Federal and State Staff

**Hamilton Elementary School,** Hamilton, IN 2005 - 2010

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**Substitute Librarian & Teacher**

- Instruct "Flair" class (Drama, Art, Music, Theatre) in teacher's absence
- Assist students with library resources
- Read and discuss various literature with grade levels K-6
- Promote and merchandise library book fairs
- Aid students with the Accelerated Reader (AR) Program
- Catalogue and process over 20,000 AR books

**Polo Ralph Lauren Factory Stores, Inc.,** Fremont, IN 1996 - 2004

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**General Manager**

- Supervision including: team building and customer service training
- Facilitate retail store operations
- Execute merchandising strategies
- Maintain budgeting and cost controls
- Interim District Manager, 2003
- Lead advance team for new store opening in Canovanas, Puerto Rico, 2001

## **EDUCATION**

B.A.S. in Spanish, Indiana University, Bloomington, IN; 1991  
Rotary International Student Exchange Program, Santa Cruz, Bolivia; 1987

## **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**

### **ALSTAR**

Mid-Year Meeting; 04/14  
Annual Meeting; 09/16, 09/15, 09/13

### **American Management Association (AMA)**

Mastering Excel PivotTables: How to Crunch the Numbers like an Expert; 01/13  
Real Influence: Persuade Without Pushing and Gain without Giving In; 01/13

### **FDA News**

Writing Effective SOPs; 04/17

### **Gladieux Consulting**

Business Writing- Business Writing Fundamentals; 03/14  
Powerful Presentation & Verbal Communication Skills, 04/11

### **Household & Commercial Products Association (HCPA) (Formerly CSPA)**

Fundamentals of Surfactant Types; 10/12

### **Indiana University – Purdue University – Fort Wayne (IPFW)**

Professionalism and Etiquette for Business; 10/17  
The Building Blocks of Effective Messages; 08/17

### **The International Center**

Understanding Japanese Business Culture; 02/13

### **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

**Scientific & Regulatory Consultants, Inc.**

EPA 101: Submission Review, Training, and Overview; 06/16

NSF Overview; 02/16

Telephone Etiquette; 02/16

NOA (Notice of Arrival); 06/15

CRP (Child Resistant Packaging); 05/14

US EPA and CA DPR 101; 03/14

Market Label Review; 03/14

6(a)(2) reporting guidelines; 09/12