

RENE' LEITHEIM

rlleitheim@srcconsultants.com

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

PROFESSIONAL EXPERIENCE

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

2004 - Present

State Registration Project Manager (2018 – Present); promotion

- Developing and maintaining auditing/reporting program designed to ensure accuracy and completeness of state team files/records (internal and client facing)
- Coordinating new staff training (e.g. schedule development, assignment of trainers, post-training debriefs, etc.).
- Facilitating team building initiatives – provide support, guidance, leadership, and motivation to promote maximum performance.

State Registration Specialist (2010 – 2018)

- 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

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

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

British Association of Chemical Specialties (BACS)
Center for Biocide Chemistries (CBC)
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

ECG, Inc.

Convince Me: Persuasion and Negotiation Training; 08/18

Gladieux Consulting

Better Business Writing; Add Power to Your Words at Work; 05/18

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.

Exempt vs. Non-Exempt Treated Articles; 01/18

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