

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 Team Manager (2018 - present); promotion

- Supervise Operation Specialists
- Provide support, guidance, leadership, and motivation to promote maximum performance
- Review submissions/technical documents for regulatory compliance
- Interpret client needs and offer viable solutions
- Identify and advise management of trends, problems and issues as well as recommended course of action

Operations Specialist (2013 - 2018)

- 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

CORPORATE PROFESSIONAL AFFILIATIONS

British Association of Chemical Specialties (BACS)
Center for Biocide Chemistries (CBC)
Household & Commercial Products Association (HCPA)
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

American College of Toxicology

The Introduction and Application of GLP Regulations; 05/19

Aptera Software

Microsoft Experience Training; 09/13

CEDIA University

Introduction to Human Resources; 09/07
The Legal Side of Human Resources; 09/07

Compliance4All

Validation and Use of Excel Spreadsheets in FDA Regulated Environments; 02/19
21 CFR Part 11 – Compliance for Electronic Records and Signatures; 04/17

ECG, Inc.

Convince Me: Persuasion and Negotiation Training; 08/18

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; Add Power to Your Words at Work; 05/18
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

Regulatory Affairs Professionals Society (RAPS)

Raising the Regulatory voice – Persuasive Framing; 01/18

Scientific & Regulatory Consultants, Inc.

EPA 101 Part 1 and 2; 02/19
Child Resistant Packaging; 01/19
EPA Good Laboratory Practice Archivist Training; 01/19
Exempt vs. Non-Exempt Treated Articles; 01/18
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

Society of Quality Assurance (SQA)

Intro to 21 CFR Part 11: Electronic Records; Electronic Signatures; 06/18