

Andrea Parker

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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

PROFESSIONAL EXPERIENCE

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

2018 - 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 projects
- Organize employee activities/meetings

FLS, Fort Wayne, IN

2016 - 2018

Account Manager

- Managed appraisal process for home mortgages (Pipeline of 200-300)
 - Reviewed sales contracts for compliancy
 - Located best fit appraiser
 - Scheduled appraisal inspection
 - Reviewed appraisal report for compliancy
 - Worked with underwriter and appraiser on correction requests

PQC, Fort Wayne, IN

2014 - 2016

Operations Specialist

- Managed day to day operations for over 150 employees
- Oversaw ISO 9001-2008, time and attendance, customer surveys, weekly and monthly status reporting, IDIQ tracking and compliance with all operational requirements and deliverables contained within contract Statements of Work, and quality assurance
- On-board contract employees
- Finance Assistant – Prepared journal entries, monthly closings, bank reconciliations, fixed asset maintenance, general ledger reconciliation, and prepared/submitted monthly invoices (6 months)

Lincoln Financial, Fort Wayne, IN

2013-2014

Customer Service Rep

- Assisted customers with retirement account needs
- Managed loan and distribution requests from retirement accounts
- Processed financial exchanges

Republic Finance, Montgomery, AL

2012-2013

Operations Specialist

- Analyzed applicants' financial status and credit/property evaluation to determine loan feasibility
- Executed loan origination process, including pulling applicant's credit report, appraisals and title reports
- Closed personal loans; signing all documents and checks
- Daily branch balancing and bank deposits
- Sale and collection calls
- Paid all branch bills

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

American College of Toxicology

The Introduction and Application of GLP Regulations; 05/19

Global Leadership Network

Global Leadership Summit; 08/20

Lewis Way Leadership Development

Diversity Training; 07/20

Scientific & Regulatory Consultants, Inc.

Anti-Bribery; 09/20

EPA 101 Part 1 and 2; 02/19

Child Resistant Packaging; 01/19

EPA Good Laboratory Practice Archivist Training; 01/19

Smith & Co. Consulting, Inc.

GLP Refresher Training; 09/20