

**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 Manager** (2019 – Present); promotion

- Supervise Registration Specialists
- Provide support, guidance, leadership, and motivation to promote maximum performance
- Interpret client needs and offer viable solutions
- Identify and advise management of trends, problems and issues as well as recommended course of action
- Author materials for SRC blogs and website, as needed

**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

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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**

British Chemicals Association (BCA) (Formerly BACS)  
 Center for Biocide Chemistries (CBC)  
 Household & Commercial Products Association (HCPA)  
 International Sanitary Supply Association (ISSA)  
 Personal Care Products Council (PCPC)

**PROFESSIONAL DEVELOPMENT**

**ALSTAR**

Mid-Year Meeting; 04/14; 04/22

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

**Beckman Lawson, LLP**

Employment Law & Best Practices; 11/23, 10/23

**FDA News**

Writing Effective SOPs; 04/17

**Fred Pryor Seminars**

Office Etiquette; 09/22

Workplace Life Jacket: 7 Tips to Improve Your Work-Life Balance; 05/22

Working Well With Everyone: Diversity = Greatness; 03/22

Working Well With Everyone: Greatness; 02/22

Being Resilient No Matter What; 01/22

Having Great Conversations; 09/21

**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

**Global Leadership Network**

Global Leadership Summit; 08/20

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

State Pesticide Registration Webinar Series: Office of Indiana State Chemist; 10/22

State Pesticide Registration Webinar Series: New York State Department of Environmental Conservation; 10/22

State Pesticide Registration Webinar Series: California Department of Pesticide Regulation; 10/22

2021 Pesticide Regulation, Part 3: Hot Topics in the Post COVID World; 10/21

2021 Pesticide Regulation, Part 2: Navigating the 25b and State Pesticide Registration Map; 10/21

2021 Pesticide Regulation, Part 1: Devices; 10/21

IMPACT 2020 – Joint State and Federal Advisory Council Session; 04/20

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

**International Sanitary Supply Association, Inc (ISSA)**

Antimicrobial Workshop; 06/23

**The International Center**

Understanding Japanese Business Culture; 02/13

**Lewis Way Leadership Development**

Communication and Public Speaking; 09/21

Diversity Training; 07/23, 07/20

**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.**

Anti-Bribery; 09/20  
EPA 101 Part 1 and 2; 02/19  
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