

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

PROFESSIONAL EXPERIENCE

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

2004 - Present

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

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 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

CERIS Spring Conference; 04/25, 04/24

Mid-Year Meeting; 04/22, 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

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; 11/24, 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