

Scientific & Regulatory Consultants, Inc.

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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 2013 - Present

Operations Associate (2023 – present)

- Perform data entry of historical and current records into SRC's custom REGIS registration management software
- Prepare and edit marketing materials and client communications, including informational documents, service advertisements, educational blogs, and LinkedIn posts
- Create and manage procedural and policy documents
- Develop and present staff training presentations
- Maintain electronic filing and tracking systems
- Provide pesticidal device and agricultural product technical support to State and Federal Team members as requested
- Academic research: article searches, acquisition, and database entry
- Support Financial team with accounts payable, reconciliation, and accounts receivables projects
- Increase team efficiency by supporting multiple departments
- Provide exemplary customer service

State Registration Specialist (2013 - 2023)

- Prepare and submit product registration applications to state regulatory agencies
- Review product documentation and collaborate with client to develop labels acceptable to states
- Maintain current knowledge of EPA/state regulations and practices
- Build relationships with state regulatory authorities and network to secure prompt acceptance of pending actions
- Maintain database programs to track state registration statuses/certificates and provide updates to clients
- Collaborate with clients and SRC Federal and Operations Teams to develop strategies for successful project outcomes
- Author materials for SRC blogs and website, as needed

University Park Research Incorporated, Fort Wayne, IN 2011 - 2013

Project Coordinator (2012 – 2013); promotion

- Coordinated human clinical research involving dental products by implementing protocol
 - Proofread draft protocols for inconsistencies, errors, and lack of clarity

- Communicated with corporate contacts to assure appropriate implementation of protocol
- Developed research participant schedules
- Employed and supervised auxiliary personnel
- Procured clinical materials and supplies
- Utilized Microsoft Access, Excel, Word, and QuickBooks to organize, record, and sort data

Clinical Research Associate (2011 – 2012)

- Collaborated with Project Coordinator to develop schedule for research participants
- Recruited participants for clinical research of dental products
- Utilized Microsoft Access, Excel, and Word to organize, record, and sort data

University Park Research Center, Fort Wayne, IN

2000 - 2011

Recruitment Manager (2002 – 2011)

- Collaborated with Project Coordinator to develop schedule for research participants
- Recruited participants for clinical research of dental products
- Employed and supervised auxiliary personnel
- Utilized Microsoft Access, Excel, and Word

Project Coordinator (2000 – 2002)

- Coordinated human clinical research involving dental products by implementing protocol
- Proofread draft protocols for inconsistencies, errors, and lack of clarity
- Employed and supervised auxiliary personnel

EDUCATION

B.S. in Biology, Huntington College (now Huntington University), Huntington, IN; 1995

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

California Department of Pesticide Regulation (CDPR)

California Notice 2021-11: Pesticide-Treated Seed Public Workshop 2021; 11/21

ALSTAR

Mid-year Meeting; 04/18, 04/16

ECG, Inc.

Convince Me: Persuasion and Negotiation Training; 08/18

Executrain

Excel 2010 Tips and Tricks; 10/14

Fred Pryor Seminars

Managing Multiple Priorities, Projects and Deadlines; 07/25

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

The Women's Conference; 04/14

Gladieux Consulting

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

Better Business Writing – Business Writing Fundamentals; 03/14

Business Writing; Skill Building; 08/13

Global Leadership Network

Global Leadership Summit; 08/21, 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

Mid-Year BizHub; 05/15

Mid-Year InnoVention; 04/14

Indiana University – Purdue University – Fort Wayne (IPFW)

Professionalism and Etiquette for Business; 10/17

The Building Blocks of Effective Messages; 08/17

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
- Mastering Microsoft Excel Macros; 06/14
- How to Manage Priorities & Time; 08/13

Scientific & Regulatory Consultants, Inc.

- GLP Electronic Signature; 10/25
- Anti-Bribery; 09/25, 10/24, 08/23, 08/22, 09/20
- EPA 101 Part 1 and 2; 02/19
- Child Resistant Packaging; 01/19
- 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

Webber Training

- Practices and Newer Approaches; 08/13