

## **RÉSUMÉ WORLD INC.**

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### **CAREER OBJECTIVE**

A position as a Laboratory Technician, Technologist or Quality Control Assistant within the Pharmaceutical, Food Processing or Chemical manufacturing industry.

### **SUMMARY OF QUALIFICATIONS**

Solid knowledge of the manufacturing of *Foods & Pharmaceuticals* including *Research, Product Testing, In-Process Control, Production Planning, Processing Operations, Statistical Quality Control, Experimental Techniques, New Product Development and Technical Documentation* - gained through "hands-on" academic training and laboratory experience. A self-motivated, resourceful and diligent individual with strong analytical, investigative, problem solving, decision making, organizational, communication and interpersonal skills. Ability to conduct experiments and laboratory testing; review and interpret results and prepare written reports.

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### **POST-SECONDARY EDUCATION**

May 1998

DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY

**Diploma in Food and Drug Technology (3 year program)**

#### ***Areas of Study:***

- Good Manufacturing Practices
- Microbiology
- Pharmacology
- Processing Operations
- Statistical Quality Control
- Spectroscopy
- Computer Applications
- Analytical Chemistry
- Biochemistry
- Microbiology
- Organic Chemistry
- Pharmaceutics
- Analytical Techniques
- Food Science & Nutrition

### **SKILLS AND KNOWLEDGE ACQUIRED THOROUGH TRAINING AND EXPERIENCE**

- Utilized state-of-the-art instrumentation for the analysis of food and pharmaceutical components
- Applied practical applications of microbiology in testing food and pharmaceutical to identify potential hazards such as toxins, contamination, foreign bodies and decomposition
- Performed product tests for quality, product substitution and other purposes
- Knowledge of current Federal, Provincial and Municipal legislation that regulates the Food & Pharmaceutical industries in Ontario and Canada
- Studied the fundamentals of Good Manufacturing Practices (GMP) (e.g. hygiene, pest control, plant design, sanitation, waste disposal, etc)
- Employed techniques of analysis involving electrochemical, spectroscopy, gas chromatography and high pressure liquid chromatography (HPLC)
- Familiar with various aspects of environmental toxicology, mechanisms of drug action and neurotransmitters and the drugs that affect their action
- Knowledge of Hazard Analysis Critical Control Point (HACCP), and the development and implementation of standard operating procedures (SOP)

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**OTHER EDUCATION/TRAINING**

TORONTO SCHOOL OF BUSINESS, Pickering, Ontario 1992  
**Certificate in Keyboarding**

AJAX HIGH SCHOOL, Ajax, Ontario 1991  
**Ontario Secondary School Diploma**

**COMPUTER SKILLS**

- Working knowledge of Windows 95
  - Proficient in Microsoft Word and Microsoft Excel
  - Microsoft ACCESS
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**SKILLS/ATTRIBUTES**

- Work well under pressure within a fast-paced environment
  - Able to coordinate and prioritize workload to meet stringent deadlines
  - Follow direction and work productivity without supervision
  - Fast learner; can grasp and apply new procedures/techniques quickly
  - Interact supportively within a team environment
  - Adapt readily to the demands of the job, including new challenges and work environments
  - Able to analyze operations and develop and implement policies and procedures relating to food and drug compliance standards
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**REFERENCES AVAILABLE UPON REQUEST**

This résumé was composed by one of Résumé World's consultants in Toronto. For more information about our **Résumé Writing, Job Search or Résumé Posting** services visit our web site at [www.resumeworldinc.com](http://www.resumeworldinc.com) or simply give us a call today.

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