



SKILLS

Regulatory Communication



Regulatory Compliance



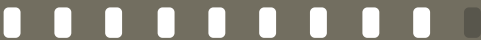
Submission Management



Quality Assurance



Risk Assessment



INTERESTS

★ Surfing

🥋 Martial Arts

👏 Community Service

📝 Blogging

STRENGTHS

🤝 Empathy

⌚ Patience

🏔️ Perseverance

📅 Planning

LANGUAGES



English



Arabic



German

ACHIEVEMENTS

★ Streamlined submission processes, reducing approval time by 30%.

★ Led a cross-functional team to achieve 100% compliance during FDA inspections.

MIA TAYLOR

Regulatory Affairs Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Detail-oriented Regulatory Affairs Specialist with 5 years of experience in managing submissions and compliance for FDA and international health authorities. Proven track record in ensuring regulatory adherence and optimizing processes.

WORK EXPERIENCE

Regulatory Affairs Specialist/Analyst 📅 Jan / 2022-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

1. Developed and maintained a comprehensive regulatory database for R&D documentation.
2. Conducted internal audits, ensuring compliance with quality and regulatory standards.
3. Monitored and disseminated updates on international regulatory guidelines.
4. Interpreted and communicated regulatory changes to align corporate policies.
5. Reviewed marketing materials for compliance with regulatory standards.
6. Supported trade show preparations, focusing on regulatory compliance for product presentations.
7. Maintained up-to-date knowledge of evolving regulations and industry standards.

Regulatory Affairs Specialist 📅 Jan / 2020-Jan / 2022
Silver Lake Enterprises 📍 Seattle, WA

1. Franklin, NJ 2011 - 2014 Regulatory Affairs Specialist: Managed NCR systems to ensure compliance with CAPA requirements.
2. Performed quarterly analysis of NCR data to identify trends and areas for improvement.
3. Oversaw training programs, enhancing regulatory knowledge across the organization.
4. Revised and updated SOPs to reflect current regulatory requirements.
5. Participated in internal and external audits, ensuring compliance with regulatory standards.

EDUCATION

Master of Science in Regulatory Affairs 📅 Jan / 2018 - Jan / 2020
Northeastern University 📍 Phoenix, AZ

Focused on regulatory compliance, submission processes, and quality assurance in the pharmaceutical industry.