

# Lauren E. White, CAPM

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## Professional Profile

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Seasoned business professional with background in pharmaceuticals, medical devices and non-profit publishing looking to leverage my knowledge and experience into role of Project Coordinator. I Posses a BS in Business Management and am a Certified Associate of Project Management (CAPM) through PMI. I have successfully spearheaded, organized and led projects to completion. I am seeking a challenging and varied position that will enable me to capitalize on my professional experience, with opportunities for professional and personal growth. The following core competencies are the necessary tools I posses that will enable me to successfully move into the role of Project Coordinator.

- Schedule development and sound organizational skills
- Establish priorities and manage a diverse workload
- Manage electronic and print files
- Training coordination and event planning
- Professionally and confidentially handle both routine and non-routine matters
- Succinct and effective communication
- Political and cultural awareness
- Dependable and responsible contributor
- Effective use of time and resources
- Ability to define problems, collect data, establish facts, and draw valid conclusions

## Professional Experience and Accomplishments

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### 2011 - 2016

#### **Executive Administrative Assistant, Regulatory Affairs, Terumo BCT, Lakewood, CO**

##### **Achievements:**

- Successfully planned all logistics of multiple Global Regulatory Affairs Annual Meetings including: venue and meal selection, AV, transportation, accommodations, team buildings, guest liaison, ensure training materials arrive on site and overall meeting supervision.
- Registration Database – Manage the master database of licensed and registered products. Obtain information from global points of contact, cross referencing with current information and updating in a timely manner for use with marketing personnel, customer support and the SAP Master Data team.
- Support I&D Project Manager with Frugal Innovation initiative. Create communication plan and project schedule. Work with sub-team leaders to ensure they are on the same trajectory for project completion and milestones are being met.

##### **Responsibilities:**

- Gather data to write purchase requests and input into SAP. Track purchase order status and approve payments. Provide communication and assistance to suppliers and vendors to resolve open issues.
- Work and communicate regularly with regional specialists to produce product registrations by obtaining all US based documents for legalizations in Latin America, Europe and Asia Pacific countries.
- Proactively renew Lakewood, CO manufacturing facility state licenses; compile required information, submit payments and maintain current manufacturing site information in easily accessible locale for audits.
- Assist in the maintenance of electronic and printed document files to meet departmental and regulatory requirements as well as route and track documentation such as engineering change orders. Create internal department work instructions (WIN) such as Document Legalizations, Library Filing, Tyvek Requests for TTIDs, and Concur Mobile.
- Regularly inform employees of available training options and maintain employee training records.

## **2005 - 2010**

### **Administrative Assistant II, Global Pharmaceutical Technology and Human Resources, Shire Pharmaceuticals, Owings Mills, MD**

#### **Achievements:**

- Training Coordinator – Developed new training procedure within policy to keep department current on all new and revised documents to remain FDA compliant. Brought a 30 person department completion training rate from 25% to 95% in three months.
- Successfully performed review and creation of all Human Resources applicant tracking for Department of Labor audit for Owings Mills, MD and Wayne, PA facilities – both sites successfully passed without incident.

#### **Responsibilities:**

- Supported the department with producing GMP compliant documentation such as SOP's and batch records.
- Department liaison for internal functions such as Facilities, Purchasing, Training and IT
- Recruitment Process - Scheduled candidate interviews and created agenda to ensure the interview process ran smoothly. Created applicant files, assembled interview packets, performed background checks, generated and submitted appropriate documentation for candidate expense reimbursement, and established new hire files.
- Oversee and manage executive staff calendars, including scheduling and coordination of meetings.

## **2001 - 2005**

### **Administrative Associate, Publications and Committee/Society Affairs, American Urological Association, Linthicum, MD**

#### **Achievements:**

- Responsible for AUA Visiting Scholar Program. Worked with chosen South American scholar to have scholar placed in the Cleveland Clinic for a two month observation program, set up all health and accident insurance, tickets for travel, lodging, travel account for expenses and any miscellaneous assistance required.

#### **Responsibilities:**

- Provided administrative assistance to facilitate the peer review process and monthly publication of the *Journal of Urology*.
- Performed manuscript and consultant follow-up to ensure deadlines were met and to provide quality customer service.
- Served as staff liaison to AUA Awards committee and coordinated awards process.
- Purchased office supplies and arranged for equipment maintenance.

## **Certification**

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Certified Associate of Project Management (CAPM)  
Project Management Institute, License 1917441

## **Education**

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BS, Business Management  
University of Phoenix  
Timonium, MD  
2007

Certificate of Project Management  
University of California, Irvine – Extension  
Irvine, CA  
2015

## **Technical Skills**

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- MS Project 2013, MS Outlook, MS Excel, MS Word, MS PowerPoint, MS OneNote, MS OneDrive, SharePoint
- SRM, SAP, Concur, Adobe Acrobat Pro
- Lync, WebEx