

Manoj Adhikari

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SUMMARY: As a histotech trainee with two years of experience, I am currently advancing my knowledge through the Biotech Career Foundations program at Bioversity. I would like to transition into a role in scientific operations, leveraging my extensive histology background and my inherent soft skills.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK **Inform Diagnostics, Needham, MA**

EXPERIENCE: **Histotech Technician Trainee** Sep 2022 to March 2024

- Executed routine histology tasks while ensuring specimen integrity and accurate patient labeling; performed regular verification of surgical case numbers
- Documented daily slide and stain preparation in laboratory logbooks and entered data into the surgical pathology systems
- Conducted equipment maintenance and troubleshooting, documenting all remedial actions
- Adhered to laboratory safety and quality control policies, ensuring compliance with all local, federal, CLIA, and CAP regulations

Lab Aide Oct 2021 to Sep 2022

- Supported Histology department in clerical roles and ensured equipment readiness for patient output
- Handled specimen preparation and processing following SOPs in a cGMP environment, emphasizing safety and quality
- Managed equipment sterilization, maintenance, and documentation per cGMP guidelines
- Provided training on lab procedures and maintained thorough records in lab logbooks and the information system

EDUCATION: **Bioversity – Biotech Career Foundations**

Certificate Program - May 2024

YMCA Training Inc., Boston, MA

Certificate in Business Administrative Support – Jan 2020

SKILLS & ABILITIES: **Histology Techniques:** Proficient in specimen processing, embedding, microtomy, staining, and immunohistochemistry. Experienced in maintaining specimen integrity and correct labeling.

Laboratory Equipment Maintenance: Skilled in routine maintenance, troubleshooting, and calibration of lab equipment to ensure operational efficiency and accuracy.

Quality Control and Safety Compliance: Knowledgeable in implementing quality control protocols and adhering to CLIA and CAP regulations, with a strong emphasis on laboratory safety and best practices.

Data Management: Efficient in recording, tracking, and managing laboratory data using both manual logbooks and computerized laboratory information systems. Familiar with cGMP guidelines and practices.

LANGUAGES: Fluent in English, Hindi, and Nepali

Jonathan Barnes

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SUMMARY: A well-rounded professional with several years of diverse work experience, including a recently obtained certificate in HVAC. I am currently enrolled in the Biotech Career Foundations program through Bioversity and the Massachusetts College of Pharmacy and Health Sciences and seeking a scientific operations role in the biotech industry. Hoping to build and advance a career in life sciences, I am eager to put my customer-centric approach, dependability, and problem-solving to work for you.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE:

Allbirds

Sales Ambassador (October 2022 – August 2023)

- Maintained significant floor presence while serving as a point of contact assisting customers with getting products or relaying store information
- Operated point-of-sale systems to efficiently process transactions, demonstrating proficiency in using technology to maintain accurate financial records.
- Reviewed and organized stock room to accurately manage inventory, ensuring optimal product availability and efficiency in restocking procedures.

Chipotle

Line Cook (June 2021 – February 2022)

- Provided excellent service to approximately 350 customers per 8-hour shift.
- Resolved customer issues in a professional manner.
- Learned and applied company policies and procedures in all work processes and customer interactions.
- Maintained equipment and dining area in a fast-paced environment

Target

Sales Associate-Seasonal (August 2020 – February 2021)

- Maintained up-to-date product knowledge and in store location.
- Assisted customers with electronic and in-store purchases.
- Resolved customer inquiries and facilitate flawless communication

EDUCATION:

Bioversity – Biotech Career Foundations

Certificate Program - May 2024

Benjamin Franklin Institute of Technology

Certificate in HVAC – May 2023

Fenway High School

Diploma – June 2019

**SKILLS &
ABILITIES:**

Problem Solving: Quickly resolved point-of-sale technical challenges, sustaining efficient store flow and satisfaction of customer needs. Consistently displayed up-to-date product knowledge and in store product location. During my JV Basketball coaching role, I am continuously identifying problems spontaneously and coming up with gameplans to overcome them.

Dependability: In all my roles, each day, I show up and put forth the best version of myself. Trusted to close a retail store alongside managers, executing end-of-day tasks to maintain store security, cleanliness and organizational standards. Managed inventory and restocked supplies, minimizing product shortages. Efficiently completed daily store tasks asked of me without direct supervision.

Communication: In my retail roles I provided clear, attentive communication and personalized service to customers, making shopping experiences easier. Throughout my coaching role I am constantly providing clear, constructive communication to rally the team together and/or give guidance to my players.

**AWARDS,
RECOGNITION,
ACTIVITIES:**

Volunteer Tour Guide at the Boston Museum of Science (2016 – 2017)

Volunteer Tech Boston JV Basketball Coach (2024 – Present)

OSHA 10 Certification

EPA Universal Certification

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SUMMARY: I'm a dedicated human services professional currently enrolled in an eight-week workforce training program with Bioversity and the Massachusetts College of Pharmacy and Health Sciences who is seeking entry-level opportunities in scientific operations roles at a life sciences company. I am eager to leverage my leadership, collaboration, and data entry skills in a new industry.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

**WORK
EXPERIENCE:**

KINnection

Care Captain/Grandparent Support Group

Boston, MA (October 2023- Present)

- Participated in biweekly meetings with the program coordinator and the team
- Maintained regular communication with 8-10 families at least twice monthly to assess needs, provide resources/ information, and offer emotional support.
- Submitted data/ contact report to the Program Coordinator at the end of each month.

Uptogther Builders/Trust Invest Collaborative

Family Evaluator

Boston, MA (May 2021 – June 2023)

- Supported families receiving Department of Transition Assistance SNAP, or those making under \$53,000 per year.
- Provided objective, evidence-based information that assisted decision-makers and stakeholders in improving program effectiveness and efficiency.
- Ensured that programs met their goals and positively impacted the target population.

Reclaim Roxbury

Civic Engagement Internship

Boston, MA (August 2023 – November 2023)

- Conducted regular outreach to build awareness and increase member participation in new organizing initiatives.
- Cultivated and sustained relationships with community members, community partners and institutions, and key stakeholders.
- Created and maintained comprehensive project documentation.

EDUCATION: **Bioversity – Biotech Career Foundations**

Certificate of Completion - May 2024

Urban College of Boston, MA

Certificate Community Advocacy - June 2019

Lesley University, Cambridge, MA.

MA Candidate for B.A. in Liberal Arts, Specialization in Human Service - May 2017

Bunker Community College Charlestown, MA.

A.A. General Concentration Degree - 2009

Medical Care Assistant Certificate - 2008

Patient Care Assistant Certificate - 2003

Urban College of Boston, MA.

Early Childhood Education Certificate - 1997

**AWARDS,
RECOGNITION
ACTIVITIES:**

Massachusetts Sickle Cell Association

Board Committee Member – Present

Union Capital Boston Board of Directors-Present

Dudley Street Neighborhood Initiative (DSNI)

Board of Directors 2017- Present

Co-Chair Sustainable Committee 2017- Present

Dudley Village Tenant Association 2011- Present

Camryn Daniel

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SUMMARY: As a 2023 high school graduate with experiences in leadership, administrative management, organization, and instruction, I am excited to join the professional world. My background include instructing young ballet students, managing and administrating my high school's Naval Junior Reserve Officer's Training Corps (NJROTC), and community outreach in my neighborhood. These experiences have taught me skills such as adaptability and precise record keeping. As someone who can adapt and learn quickly, and ready to embrace new challenges, I am eager to apply these skills in a lab or in scientific operations that values precision.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK **CODMAN SQUARE NEIGHBORHOOD DEVELOPMENT CO-OP**

EXPERIENCE: **Clean Energy Ambassador** (July 2022 – Present)

- Helped facilitate community outreach initiatives by conducting information and tabling sessions to educate the over 11,000 residents of Codman Square, Dorchester about free and low cost clean energy programs.
- Used my communication and public speaking skills to actively promote clean energy programs increasing community awareness and participation in my neighborhood.
- Engaged with many individuals from diverse backgrounds, tailoring information and discussions to meet their needs and concerns.

SUFFOLK COUNTY SHERIFF'S OFFICE

Nashua Street Jail Summer Enrichment Program (July 2022 – August 2022)

- One of 20 High School Students ages 15-18 years old selected through an interview process for their Summer of 2022 session
- Met and worked with people in all branches of the Suffolk County office. Worked mostly with Correction Officers at Nashua Street Jail and the South Bay House of Corrections.
- Met with many local and state politicians and toured their offices and heard their stories on how they reached their position.

EDUCATION: **Bioversity – Biotech Career Foundations**

Certificate of Completion - May 2024

John D. O'Bryant School Of Mathematics and Sciences

High School Diploma - June 2023

John D. O'Bryant Naval Junior Reserve Officer's Training Corps (NJROTC)

September 2019-June 2022

- Promoted up to Lieutenant Junior Grade
- Given Administrative Officer Leadership position

**SKILLS &
ABILITIES:**

Teaching: I've taught many ballet classes both privately and publicly to children ages 3-9 years old. I also have tutored children and done homework help. These experiences helped me learn instruction skills, patience, and organization even in stressful situations.

Record Keeping: I was an Administrative Officer in the Navy ROTC program at my High School and filed paperwork and forms for over 80 cadets in my unit. This is an important skill to ensure the safety and needs of my fellow employees, as well as organization and cleanliness of a space.

Punctuality: Punctuality is a principal I live by. I do everything in my power to always be at least 10 minutes early to events and schedules. I also turn in all assignments and projects early or the very least on time. This habit is not only about being on time but also to respect the time and needs of everyone I work with.

YANNET FERNANDEZ

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SUMMARY: Transitioning from successful careers in visual merchandising, styling, architecture, and interior design to pursue my newfound passion for the life sciences. Currently undergoing coursework and training with Bioversity, gaining valuable insights into laboratory operations and scientific research methodologies. I'm eager to transition into an entry-level lab ops position where I can apply my skills to contribute meaningfully to scientific research.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum, including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course, we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE:

NORDSTROM

Visual Merchandiser (February 2024 – Current)

- Utilize networks and technology to drive sales and client satisfaction.
- Foster unity and achieve group goals by sharing responsibilities and demonstrating flexibility in scheduling and adaptability.

THE HOME DEPOT

Kitchen Designer (December 2020 – February 2022)

- Facilitated customer decision-making through accurate measurements, material selection, and layout.
- Presented designs and recommendations with clear communication and utilized presentation skills to meet customer expectations.

CANA HOME

Commercial Designer (June 2019 – March 2020)

- Efficiently managed tasks, prioritized assignments, and ensured optimal resource utilization.
- Adhered to strict timelines to meet project deadlines, particularly in design and ordering processes.
- Collaborated effectively within team environments, interacting with colleagues, manufacturers, contractors, and project owners to ensure project success.

CONSTRUCTORA ASOCIADA, CxA (Santo Domingo, Dominican Republic)

Architectural Residency/Project Manager (February 1998 – December 1999)

- Conceptualized and planned the design of buildings or spaces, considering client needs, site conditions, and regulatory requirements.
- Coordinated with various stakeholders throughout the design and construction process, overseeing the project's execution to ensure alignment with the design intent and specifications.

SIMON LOPEZ MORALES ARQUITECTO & ASOCIADOS (La Romana, Dominican Republic)

Architectural Drafter (August 1995 – April 1996)

- Utilized CAD software and technical tools to create accurate architectural drawings.
- Analyzed complex design challenges, making informed decisions to achieve desired outcomes for clients

EDUCATION:

- **Bioversity – Biotech Career Foundations**
Certificate Program - May 2024
- **Visible Edge**
Introduction to LEED Certificate – April 2024
- **Universidad Iberoamericana (UNIBE)**
Architecture (September 1996 - December 1999)

SKILLS

- **Proactive Task Approach:** Demonstrated ability to ensure smooth operations and prioritize tasks effectively, as seen in my role as a Visual Merchandiser at Nordstrom. For example, I implemented organizational strategies to streamline workflow processes and optimize resource utilization, resulting in improved efficiency and sales performance.
- **Sales Prioritization and Networking:** Utilized networks and technology effectively to prioritize sales goals, evident in my experience as a Kitchen Designer at The Home Depot. For instance, I leveraged customer interactions and tailored recommendations to drive sales and meet customer needs, resulting in increased customer satisfaction and repeat business.
- **Flexibility and Adaptability:** Successfully fostered unity and achieved group goals by sharing responsibilities and demonstrating flexibility in scheduling and adaptability, as showcased in my roles at Nordstrom and Cana Home. For example, I collaborated with colleagues and stakeholders to manage project timelines and ensure timely delivery of design solutions, adapting to changing project requirements and priorities to maintain project success.

**AWARDS,
RECOGNITION,
ACTIVITIES:**

- Volunteer as Secretary of the Relief Society with The Church of Jesus Christ of Latter-Day Saints.
- Volunteer at Rosie's Place.
- Volunteer at Angell Animal Shelter.

LANGUAGES:

- Fluent in Spanish and Portuguese. Conversational in French and Italian. Beginner in German and Arabic.

Monique Fontes

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SUMMARY: A meticulous, reliable, and hard worker with experience in obtaining quality specimens, light lab maintenance and inventory, effective taking of written and verbal orders, and excellent customer service skills. I am seeking an entry-level scientific operations role at a local life sciences company.

BIOVERSITY: The Biotech Career Foundations Certificate Program, designed and taught in partnership Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operation roles. During the eight week course we received training in typical equipment and supplies in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior, such as attendance & timeliness, professional communication skills, and cultivating interview skills.

WORK EXPERIENCE:

Intriguing Hair, Hyde Park, MA – Lead Stylist

November 2015 – Present

- Greets clients on time, consulting with client on services requested and received
- Maintains good relationship with clients, keeps records of all client services
- Provides excellent customer service, provides service within allotted time slot
- Conducts regular salon maintenance and inventory

Brookline Associates, St. Elizabeth’s Hospital (Dr. Hurvitz) – Lead Phlebotomist

June 2004 – October 2005

- General lab maintenance (inventory/supplies)
- Enters orders using Meditech & IDX systems
- Enters verbal and written orders from doctors and nurses
- Greets patients, file requisition forms, prints labels, verifies patients demographics, assists in training new phlebotomists
- Obtain quality specimens, labels specimens properly, preps specimen for transport properly

Caritas Christi Carney Hospital Dorchester, MA – Phlebotomist

April 2003 - July 2004

- Greets patients, enters requisition orders using Meditech & IDX system
- Orders tests, prints labels, identifies patients, answers high volume inbound phone line, directs calls to proper departments, enters verbal and written RN’s/DR’s orders
- Obtains quality specimen, labels specimen, transports specimens directly to proper departments, assists in training new interns/phlebotomists
- Maintains sanitary station, general lab maintenance, and inventory

EDUCATION:

Bioversity – Biotech Career Foundations

Certificate of Completion – May 2024

Horizon's Learning Connection - Phlebotomy
Certificate Program - June 2004

Jewish Vocational Services – Medical Office Skills Training
Certificate Program - April 1999

Home Builders Institute – Carpenter/Labor skills Training
Certificate Program – 1994

SKILLS:

- Basic Lab Operations
- Phlebotomy
- Proficient in Microsoft Word
- Working knowledge of Excel
- Proficient in Medical Billing Software Systems
- Proficient in Meditech & IDX systems
- Windows Operating System
- Medical Office Skills
- Medical Terminology
- ICD-9 & CPT Coding

Idalia I. Galloza

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SUMMARY: Dedicated health care professional seeking to transition from dentistry to an entry-level scientific operations role. I recently graduated from Bioveristy's Biotech Career Foundations program. I'm confident my expertise in sterilization and infection control procedures, along with my excellent communication and interpersonal skills will translate well into a new career in the biotechnology industry.

BIOVERISITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE: **Lincoln Technical Institute** (October 2020 – September 2023)

Dental Instructor

- Developed and delivered curriculum for dental courses, including lectures, laboratory sessions, and clinical rotations.
- Provided hands-on instruction to dental students in areas such as dental hygiene procedures, dental materials, and dental radiography techniques.
- Supervised dental students during clinical rotations, ensuring adherence to proper infection control protocols, patient care standards, and ethical guidelines.
- Collaborated with faculty members and industry professionals to develop updated curriculum content aligned with industry standards and best practices.

Boylston Street Dental Group (February 2020 – October 2020)

Dental Assistant

- Assisted during dental procedures, including taking dental X-rays and processing radiographs.
- Sterilized instruments, and provided operatory disinfection and procedure preparation
- Participated in team meetings, training sessions, and continuing education programs to stay updated on industry standards and best practices.

Brighton Dental Associates (June 2018 – February 2020)

Dental Assistant

- Coordinated patient appointments, ensuring timely and accurate scheduling.
- Assisted during restorative, crowns, implants procedures.
- Conducted instrument sterilization, operatory disinfection, preparation.

EDUCATION:

Bioveristy – Biotech Career Foundations

Certificate of Completion - May 2024

Lincoln Technical Institute

Dental Assistant Certificate - September 2017

El Centro Del Cardenal – August 2013

High School Equivalency

Bunker Hill Community College

Courses in Communications and Media – Fall 2020

SKILLS & ABILITIES: Effectively communicated with patients, colleagues, and students to ensure clear understanding of procedures, instructions, and expectations. Utilized dental software for patient records management, appointment scheduling, and insurance billing. Identified and addressed patient or operational challenges efficiently in a fast-paced dental practice environment as a dental assistant. Demonstrated expertise in teaching and supervising dental procedures, infection control protocols, and treatment planning as a dental instructor.

AWARDS, RECOGNITION, ACTIVITIES: CPR and Basic Life Support (BLS) certified

LANGUAGES: Fluent in Spanish

Daniel Harris

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SUMMARY: With over five years of experience working in the education industry, I've developed a comprehensive skill set encompassing advanced problem-solving, critical thinking, and organizational abilities. I've recently completed the Biotech Career Foundations program at Bioversity, which is equipping me with the knowledge and tools essential for a career in scientific operations in the biotech sector. I'm seeking an entry-level position that'll allow me to make meaningful contributions to scientific advancements.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course, we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as punctuality, professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE:

After-School Teacher

Wellington Student Care: Belmont, MA (September 2023 - Present)

Extended Day: Lexington, MA (March 2022 – June 2022)

- Responsible for the care and safety of elementary school children after school
- Ensure children are safely led to after school activities on school premises
- Resolve student conflicts

Tutor

Boston Tutoring Services (October 2022 - Present)

Catapult Learning: Salem, MA (July 2022 – August 2022)

FrogTutoring: (February 2019 – June 2022)

- Provide in-person and online tutoring in various subjects (Ex: Algebra, Calculus, English, etc.)
- Provide flexible meeting times and locations for students
- Make previously difficult material easier for students to understand

Instructor

BlocksCAD (October 2022 - present)

- Teach elementary and middle school students at various schools how to design 3D printing projects using the BlocksCAD website in weekly one-hour classes
- Assist elementary and middle school children with designing projects to 3D print
- Explain why some projects are or aren't 3d printable

High School Math Teacher

ASC English: Boston, MA (September 2021 - April 2022)

- Taught high school level Math on a weekly basis
- Advanced students in high school math during three-hour classes
- Substituted for teachers of other subjects (ex: writing)

EDUCATION:

Bioversity – Biotech Career Foundations

Certificate of Completion: May 2024

Bunker Hill Community College

Attended: January 2016-May 2018

University of Massachusetts (Lowell)

Attended: January 2015-December 2015

Coursera courses:

- Differential Equations for Engineers
- Vector Calculus for Engineers
- Data Science Math Skills
- Matrix Algebra for Engineers
- Integral Calculus through data modeling specialization
- Python for everybody specialization

SKILLS & ABILITIES:

Problem Solving: At BlocksCAD Inc., I tailored my explanation of complex 3D printing functions for students struggling with the software, enhancing their understanding on how to produce their projects. For my after-school teaching role at Wellington Student Care, I consolidated all essential items for second-grade activities into one cart, eliminating the need for another. As a tutor, despite lacking previous experience playing the violin, I leveraged my knowledge in music theory to help a student's progress in her ability to play the instrument.

Critical Thinking: As a tutor, understanding if someone I'm tutoring will comprehend any information given to them through specific methods was essential. Understanding a student's current knowledge and their position in the curriculum carried significance as well. For the BlocksCAD program, I was provided a curriculum including certain design functions to teach the students. I explored how to possibly incorporate additional topics within the class duration. Through my after-school teaching roles, I determine if the students engage in safe or appropriate activities.

Organization: To increase efficiency by having all contents used by second graders in one cart, I devised a simplified system to have all art and office-like items in the top shelf, books in the second shelf, and board games in all shelves below. In my 3d printing design classes, I had all students' laptops plugged in to have them charged throughout classes and placed the chords in safe areas. There've been times when I needed to be adaptive since each class would be in different locations. As a tutor, I had many different clients for different times and kept track of who I was scheduled to see and where at different times. If my car wasn't available, I would view the transit schedule to devise strategies for arriving to see them on time.

Jean Julien

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SUMMARY: Dedicated professional with technical proficiency and strategic thinking seeking to transition into an early-career scientific operations role within the biotech industry. Eager to contribute with multifaceted expertise to drive innovation and operational excellence.

BIOVERSITY: Biotech Career Foundations program provides a comprehensive curriculum focused on practical hands-on training to prepare students for early-career scientific operations roles. The training focuses on familiarizing with laboratory equipment and supplies, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management, practicing professional behavior such as attendance and timeliness, developing professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE:

Interpreter | Translator

Translators Without Borders 12/19 - Current – Danbury, CT

Boston Medical Center 10/21 - Current – Boston, MA

TransPerfect Connect 03/20 - 09/21 – Phoenix, AZ

- Prioritized attention to detail by ensuring accurate translation of tasks and document revisions for non-profit organizations, maintaining precision and correctness in the translation process to Haitian Creole
- Provided interpretation services for various industries such as immigration, law, banking, retail, and government, adapting language and communication style to suit different contexts and participants.
- Collaborated with leaders and guest speakers within the Seventh-day Adventist community to ensure effective communication at diverse events showcasing teamwork and cooperation in facilitating smooth interactions.

Certified Nursing Assistant

Aveanna Healthcare 01/19 - 04/21 – Reading, PA

ManorCare Health Services 01/15 - 10/16 – Reading, PA

- Carefully followed prescribed safety protocols while assisting patients with mobility needs, including transfers to and from beds and utilization of assistive devices, to prevent accidents or injuries.
- Showed flexibility by performing ad-hoc tasks when the need arose to improve work efficiency, patient wellness, and team dynamic.

EDUCATION: **Bioersity – Biotech Career Foundations**

Certificate of Completion - May 2024

The Urban College of Boston – Community Leadership and Advocacy

Certificate – May 2024

UMass Boston – International Relations

Bachelor's Degree – May 2027

MiTio – Medical Interpreter

Diploma – May 2019

Ashworth College - Administrative Assistant

Career Diploma - Completed course on May 10, 2019, with a GPA of 3.75

Reading Hospital School of Health Sciences - Nursing

Unfinished (Aug 2016 - Dec 2018) - Completed 41 credits

Reading Area Community College – Certified Nursing Assistant

License – September 2014

**SKILLS &
ABILITIES:**

Problem-solving: Applied during volunteer work with the Office of Refugees and Immigrants. Created a volunteer pool and breakfast drop-off program for Haitian migrants at a shelter overflow site. Utilized Google Forms for sign-ups and collaborated with diverse partners to ensure regular breakfast provisions.

Teamwork: Utilized as a Group Psychotherapy Interpreter and Community Liaison at Boston Medical Center, ensuring successful sessions. Led team meetings to assess progress and propose enhancements. Facilitated connections with community vendors for culturally appropriate food.

**AWARDS,
RECOGNITION,
ACTIVITIES:**

Boston Community Advocate
Group Psychotherapy Interpreter and Community Liaison (BMC)
Volunteer Haitians Task Force for Newly Arrived Migrants
Volunteer Immigrant Health Coalition at Boston Medical Center (BMC)
Chairman of Haitian Affairs Committee at UMass Boston
Volunteer Office of Refugees and Immigrants (ORI)

LANGUAGES: Fluent in Haitian-Creole; French; English

Alessandro La Monica

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SUMMARY:

Through my experience in hospitality and customer-focused roles, I have developed strong communication and multitasking skills, as well as the resilience necessary to succeed in high-pressure situations. I am eager to contribute to a team that emphasizes scientific innovation and operational efficiency. I am confident that my unique experience and expertise make me a strong candidate for an entry-level position in scientific operations.

BIOVERSITY:

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**WORK
EXPERIENCE:**

BRIMMER & MAY

Junior Varsity Soccer Coach (August 2023 – November 2023)

- Lead and organized team practices.
- Emphasized strategic plays and teamwork which enhanced team performance and efficiency.
- Supervised team development and strategy formulation, demonstrating ability to plan and execute strategic initiatives.

ROCHE BROS

Team Member (January 2022 – August 2023)

- Assisted managing the Cheese Department, which included stocking supply walls and rotating merchandise with an instinct for improving efficiency as well as movement of products.
- Conducted monthly inventory checks, demonstrating attention to detail and organizational skills.
- Addressed and resolved customer inquiries, using effective communication and problem-solving skills.

BARDOWN LANDSCAPING

Team Member (June 2021 – December 2021)

- Assisted in landscaping operations which included mulching, pruning, mowing and fall cleanups.
- Regularly communicated with other team members to coordinate tasks.
- Offered help and support to teammates, whether it's lifting heavy wheelbarrows or operating machinery.

DOLPHIN SEAFOOD RESTAURANT (August 2019 – December 2021)

- Performed restaurant setup tasks and trained new waitstaff, improving service delivery and customer satisfaction.
- Demonstrated multitasking abilities by efficiently managing numerous tasks simultaneously.
- Delivered exceptional customer service, contributing to an outstanding dining experience for guests.

EDUCATION: **Bioversity – Biotech Career Foundations**
Certificate of Completion - May 2024
Mass Bay Community College
Emergency Medical Technician Program – July 2021
Framingham State University
Sept 2018 – June 2020 (*Completed 2 years of Gen-Ed requirements; Statistics)

SKILLS & ABILITIES: **Attention to detail:** In all my professional roles I have applied attention detail. For example, while working at the Dolphin restaurant I made sure to inform the chef of any customer allergies while ordering.

Collaboration: As a landscaper we would often team up with a neighboring landscape company to tackle the big fall clean ups. Working with a bigger team allowed us to make new connections and ensured the work would be done in a timely manner.

Organization: While working in the Cheese Department at Roche Bros it was my duty to construct and arrange the display cases. Another one of my duties included taking a monthly inventory. Performing these roles required a keen eye for visual merchandising as well as a systematic approach to inventory management, which sharpened my organizational skills.

CERTIFICATION: CPR & AED Certified

LANGUAGES: Fluent in spoken and written Italian

RAUSHAN LEDGISTER

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SUMMARY: With a foundation in customer-centric problem solving, shipping and receiving experience, and teamwork skills cultivated in the retail sector, I am eager to leverage my transferable skills and passion for science to transition into an entry-level scientific operations role in the biotech field.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK **HARVARD UNIVERSITY**

EXPERIENCE: **Mail Services Operations Specialist** (April 2023 – October 2023)

- Received packages from multiple delivery companies throughout the day and shipped packages from campus.
- Labeled and delivered packages to 12 different buildings so they reached students before deadlines.
- Ensured accuracy and troubleshoot errors.

QATAR AIRWAYS

Pax Agent for Swissport LLC (April 2022 – August 2022)

- Printed tickets for customers and helped them board their flight when it arrived.
- Communicated with TSA and other international airlines.
- Worked in luggage department resolving customer issues.

WALGREENS

Inventory Specialist (September 2022 - December 2022)

- Managed deliveries from shipping trucks
- Ensured accuracy in pharmacy medication amounts
- Covered other departments and assisted teammates in need to maintain normal operations

EDUCATION: **Bioversity - Biotech Career Foundations**

Certificate of Completion - May 2024

Grafton Job Corps -Trade School

Medical Assistant 2019

Boston Arts Academy - High School Education

Visual Arts Major 2012-2018

SKILLS & ABILITIES: **Cooperation:** Working with airline security and international airlines to make sure people get on their flights on time. Pitching in with team members when they needed help to ensure efficient operations.

Inventory Management: Making sure different supplies from the store were sectioned of based on the amount of inventory we had. When we didn't have a specific item in stock, I had to put an order in depending on type of product based of the time of year.

Dependability: Doing what it takes to help management with challenges during busy times and when customers needed extra assistance.

**AWARDS,
RECOGNITION,
ACTIVITES:**

- Distributed food for the American Red Cross
- Volunteer for the Food Network
- Volunteer Food Server at Mustard Seed
- Volunteer Mover at Lab Central

TERRY MANNING

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- SUMMARY:** After more than a decade as a proactive and versatile professional with extensive experience in sales and business development, I am eager to transition into an early-career scientific operations role. Recently, I successfully completed the Biotech Career Foundations program, a collaborative effort offered by Bioversity and the Massachusetts College of Pharmacy and Health Sciences. My background in customer engagement and project management has sharpened my agility and adaptability, empowering me to excel in any challenge I undertake.
- BIOVERSITY:** The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.
- WORK EXPERIENCE:**
- Boston Globe Media**
Enterprise Sales Account Manager (June 2022 – July 2023)
- Responsible for creating marketing strategies for biotech and life sciences clients to increase brand awareness within the industry.
 - Created and managed a portfolio of 20 new clients, resulting in an over 50% increase in The Globe's Biotech industry advertising revenue for 2023 and substantially increased media presence for our client/partners.
 - Developed and executed several successful content and virtual event marketing campaigns, generating over 1,000,000 impressions.
 - Used Globe Media's innovative advertising solutions like native content, lead generation, podcasts, newsletters to boost external communications.
- Valpak Of Greater Boston**
Territory Sales Consultant (Jan 2020 - July 2021)
- Proactively generated new advertising business within the designated area by strategically networking, cultivating referrals, and engaging in local prospecting efforts.
 - Cultivated robust relationships with local and independent businesses, fostering growth and prosperity through effective customer acquisition and retention strategies.
- FSEnet+**
Business Development Manager (Aug 2016 - Dec 2019)
- Led the expansion of sales for platform access subscriptions utilizing the SaaS model to both new clients and existing healthcare systems and medical device companies.
 - Played a pivotal role in enhancing FSEnet+'s reputation as a GS1 certified Global Data Synchronization Network Data Pool and distinguished data management provider within the Commercial Healthcare sector.
 - Collaborated in crafting and executing marketing campaigns aimed at promoting our supply chain solutions to new potential trade partners seeking to exchange precise and up-to-date data with manufacturers, brokers, operators, GPOs, distributors, and retailers directly.
- EDUCATION:** **Bioversity – Biotech Career Foundations**
Certificate of Completion - May 2024

**SKILLS &
ABILITIES:**

Information Management: Meticulous attention to detail assisting clients in collecting and maintaining over 200 data points of essential regulatory information to be entered into the GS1 Global Data Synchronization Network.

Event Planning: Collaborated closely with the conference and event planning team to oversee the sales and programming aspects of week-long biotech conferencing events, attracting over 3000 attendees and engaging hundreds of related companies as exhibitors and sponsors and increasing participation across several years.

Presentation and Communication Skills: Oversaw the coordination of logistics, made announcements for scheduled events and introduced speakers within specific tracks of life science conferences.

Proficient use of the following technologies: Microsoft Office, HubSpot, Salesforce, Atlassian, LinkedIn Sales Navigator, Slack, Google Drive, Google Docs, Dropbox, Zoom

**AWARDS,
RECOGNITION,
ACTIVITIES:**

- Keeping The Beat Retreat Counselor 2018 – Present Camp Burgess, MA
The Retreat is held once a year providing a safe environment for Boston Children's Hospital patients ages 6 to 17 who have pacemakers or implantable cardioverter-defibrillators (ICDs).

Derick J Modesto

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SUMMARY: A computer technician for three years and sales specialist for eight months, I recently graduated from the Biotech Career Foundations program through Bioversity and the Massachusetts College of Pharmacy and Health Sciences. I am seeking to switch industries into an early-career scientific operations role in the life sciences industry and utilize my professional experience with shipping & receiving and sales, and my personal interests in IT, computers, and software.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course, we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK

EXPERIENCE:

Apple

Operation Specialist (March 2024 – Present)

- Load pallets and receive shipments from multiple suppliers; create overstock lists for relevant received products.
- Check the morning/night recall logs for correcting and logging received packaging, missing or occupied inventory use, shipped items, and trash runs with cleaning the space around us.
- Clean the store and associated facilities using the proper tools, including properly disposing of hazardous materials such as leaked materials or sharp objects.

Sales Specialist (November 2023 – March 2024)

- Ensured customers that their product is right for them and showing them the latest features and updates from researching new products.
- Provide every person that comes into the store with the best customer service possible to drive sales.
- Act as a subject matter expert for customers, and for my colleagues, to quickly solve customer issues.

Best Buy

Sales Representative (May 2023 – November 2023)

- Provided excellent customer care that resulted in a consistently high Net Promoter Score (NPS)
- Resolved customer issues.
- Provided customers with full transparency in achieving solutions.

EDUCATION:

Bioversity – Biotech Career Foundations, Certificate of Completion - May 2024

Everett High School, High School Diploma – May 2023

**SKILLS &
ABILITIES:**

Technical: Expertise in advanced computing systems, including Windows XP, 7, 10, 11, and Mac OS X. This strong foundation allows me to master new technologies and software quickly. As someone who has experience adapting to and navigating new technology, I am confident that I can support and enhance laboratory operations through innovative technical approaches.

Quick Learner: In my previous roles, I successfully adapted to changing schedules, responsibilities, and work environments. Whether it was changing shifts, learning a new role, or receiving new equipment, I still excelled and provided strong outcomes.

Responsible: I pride myself on being on-time to work, not missing days unless absolutely necessary, and maintaining ownership and responsibility for completing tasks given to me.

**AWARDS,
RECOGNITION,
ACTIVITIES:**

High-standing Net Promoter Score (NPS) score with no negative reviews in both my roles at BestBuy and Apple.

Boy Scouts: 1st grade – 10th grade

LANGUAGES:

Conversant in Spanish and Portuguese

Anya O'Neal

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SUMMARY: As a former receptionist with three years experience, I developed important transferable skills such as customer service, organization, and attention to detail. I am eager to leverage these skills alongside my sterile processing education within the fast-growing biotech industry in an entry-level scientific operations role and contribute to a team's success. I recently completed the Biotech Career Foundations program, which shows my commitment to joining the life sciences field.

BIOVERSITY: The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.

WORK EXPERIENCE:

UNIFOCUS

Receptionist, Boston MA (2021 – 2023)

- Coordinated patient appointments, ensuring timely and accurate scheduling.
- Implemented streamlined communication processes, resulting in improved patient satisfaction.
- Created reports and other types of documentation, which often contained sensitive and confidential data.

COMPASSIONATE CARE HOME HEALTH

Nanny (2019 – 2021)

- Demonstrated great organizational skills by keeping each space organized and tidy.
- Displayed leadership skills by maintaining a safe environment for children.
- Showed problem solving skills by being there when child/children had conflict and I was able to help them resolve it.

EDUCATION:

Bioversity – Biotech Career Foundations

Certificate Program - May 2024

Sterile Processing Tech

Penn Foster - 2023

High School

Stone Coast Academy - Diploma 2024

SKILLS:

- Proficient in Microsoft Word/Excel
- Skillful in JavaScript
- Knowledgeable in common office tasks

Shayla J. White

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- SUMMARY:** A student nurse with eight years experience in healthcare, I am enrolled in the Biotech Career Foundations program through Bioversity and the Massachusetts College of Pharmacy and Health Sciences and am seeking to switch industries into an early-career scientific operations role in the biotech industry. I am a hard-working individual who is often praised for my time management and organizational skills. I have the technical and soft skills necessary for success and advancement in a career in life sciences.
- BIOVERSITY:** The Biotech Career Foundations certificate program, designed and taught in partnership with the Massachusetts College of Pharmacy and Health Sciences, provides a comprehensive curriculum including practical hands-on training to prepare people for early-career scientific operations roles. During the eight-week course we received training in typical equipment and supplies found in a lab, EHS, inventory management, shipping and receiving, gas cylinder safety, and hazardous waste management. We also practiced professional behavior such as attendance and timeliness, professional communication skills, and cultivating interviewing skills.
- WORK EXPERIENCE:**
- Tufts Medical Center**
Float Student Nurse/ CCT (March 2018 - Present)
- Work across all ICU's and medical-surgical floors providing a wide range of patient support including vitals, ADLs, personal care, wound care, and feeding
- Atrius Health Copley**
Internal Medicine Medical Assistant II (Feb. 2023- Mar. 2024)
- Longwood Orthopedic Associates Boston**
Team Lead Medical Assistant (November 2021- August 2022)
- Supported physicians in executing routine clinical procedures and tests, ensuring accuracy and efficiency in the examination room.
 - Instructed patients on necessary preparations and testing protocols for exams, enhancing patient compliance and test accuracy.
 - Conducted comprehensive Quality Control (QC) checks, managed rapid response kits, and meticulously handled specimens to ensure integrity and reliability of lab results.
- EDUCATION:**
- Bioversity** – Biotech Career Foundations
Certificate of Completion - May 2024
- Harvard**- Leadership and Fundamentals
Certificate Program – October 2021
- Roxbury Community College**
Associates in Liberal Arts – 2020
- National Center for Competency Testing**
January 2012; Phlebotomy/EKG
May 2015; Medical Assistance
- Odyssey High School**
Diploma – 2010
- SKILLS & ABILITIES:** **Technical:** Proficient in using and managing health information systems and electronic health records (EHRs) including how to input, retrieve, and analyze patient data

securely. Trained in all healthcare regulations and compliance requirements to ensure that patient services adhere to legal standards. Stayed updated on changes in healthcare policies and regulations.

Quick Learner: To ensure excellent patient care and efficient operations, I quickly learned and applied new protocols and procedures in my jobs. My visual learning style allows me to consistently absorb and master complex techniques, while adapting to changing environments.

Adaptability: Throughout my career, I have successfully adapted to new and high-stress environments. As a float nurse, I adapted quickly to the needs of physicians, nurses and other support staff on a variety of inpatient units.

Punctuality: To ensure excellent patient care and efficient operations, I am always early for everything. It helps so that I don't miss out, and I also want them to know that I am present and ready.