# Matt Cole

CHEMICAL ENGINEER

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Self-directed leader with over 10 years of experience in the Pharmaceutical, Food, and Cosmetic industries. Experienced working on multiple projects and managing teams in an orderly manner. Knowledgeable in business trends and methods analysis. Proactive, diligent, utilizes both time management and organizational skills to balance competing demands of projects and clients within time and resource constraints.

### Key Strengths

Life Cycle Development

Leadership

Change Management

Risk Management

Operational Efficiency

SAP

Database Concepts

Business Intelligence

Qualification & Validation

Quality Assurance

Process Design & Modeling

Raw Material Shelf Life

### Professional Experience

#### Company A, Toronto, ON 20xx – 20xx

Overview of company size and scope

##### Project Lead, Logistics (XXXX – XXXX)

Worked with other cross-functional groups to reduce or eliminate non-value activities or costs, while maintaining or improving quality productivity and timeliness of the projects being managed. Improving logistic safety, quality, capacity, reliability, customer service, and regulatory compliance.

* Created and implemented protocols for serialization program aimed at tracking and tracing product flow to eliminate product counterfeit within the pharmaceutical supply chain.
* Led a team responsible for improving business productivity by implementing system upgrades that increased raw material sampling efficiency by 60%.
* Applied LEAN concepts to promote business improvements through alternative cost-effective service delivery approaches that yielded an overall savings of 30% in offsite material storage cost.
* Utilized a variety of communication techniques to effectively translate and increase understanding of technical and non-technical information to provide meaningful business intelligence and insight for stakeholder decision making.
* Managed and contributed to the deployment of a waste management enterprise system. Contributed to reducing waste across the business through analysis of root cause of waste, generating waste trend analysis reports, and standardizing the waste disposal process across North America.

##### Team Lead, Data Management (XXXX – XXXX)

Provided instructions and guidance to a team of individuals to achieve an established goal.

* Provided leadership and direction to staff throughout various phases of the projects including developing and monitoring daily activities and ensuring statistical and research methods are appropriate and sound.
* Independently conducted in-depth data analysis based on primary and secondary sources, to consolidate and evaluate baseline data for waste disposal management.

##### Quality Assurance Lead (XXXX – XXXX)

Focused on improving product quality and processes through timely reporting of results, monitoring production, and ensuring conformance congruent with company and GMP standards.

* Assessed food options dependent on sensory and objective evaluations unique to the company and provided recommendations about food choices appropriate for the market and consumers.
* Development and maintained plant policies, forms, and procedures that increased waste management by a magnitude of 10.
* Maintained an accurate and detailed record of all production activities and incidents by compiling occurrence reports in accordance with HACCP plans and GMP standards.

Additional experience includes:
Quality Control Operator (XXXX – XXXX) with Company ABC and
Quality Assurance Technician (XXXX – XXXX) with Company DEF

### Education and Professional Development

Bachelor of Arts in Engineering 20XX

University Name, City, Province

Courses/Certifications

Operations

Quality Assurance

Leadership

### Interests and Community Involvement

Food Bank volunteer

Spring Clean Up the Neighborhood

Writes articles for Chemical Engineering Journal