

Jenel Marie Poussier
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Burien, WA 98146
(206) 227-7341

Career Summary

To strengthen my working experience, skills and my performance and become a valuable asset for the good of the company.

Education

Woodside High School Des Moines, WA - Graduated in June, 1987

Highline Community College - Des Moines, WA
Office Work Course - Attended course from 1994 to 2002

Professional Experience

Bayer HealthCare Pharmaceuticals, Seattle, WA - Regulatory Coordinator - 4/2007 – Present
Berlex Laboratories, Seattle, WA – Administrative Assistant – 6/2003 – 4/2007
Amgen Seattle, WA - Office Assistant II - 1/2002 - 1/2003
Immunex, Seattle, WA - Office Assistant - 1/1994 - 1/2002
Furon, Seattle WA - Assembler -11/1992 - 9/1993
ZipSort Seattle, WA - Mail Sorter -1/1989 - 8/1992

Summary of Qualifications

Administrative Support

- Preparing labels for FDA submissions, file folders, and binders
- Scheduled monthly and weekly meetings for Director and managers
- Compile BLA (Biologic License Application, IND (Investigational New Drug) and NDA (New Drug Application) regulatory submissions
- Created tracking log for IND and BLA FDA submissions
- File, type and fax FDA correspondence to FDA
- Responsible for scanning, filing and importing documents/submissions into Globedoc (Global Document Access)
- Responsible for ordering office supplies for Regulatory department
- Responsible for copying Medical Affairs correspondence for physicians and RN's
- Arrange meal reservations for manager/directors
- Organize and arrange lunch menu for department meetings
- Extensive filing of FDA correspondence, regulatory files and documents
- Submit FDA correspondence/submissions to FDA via FedEx and UPS
- Schedule department meetings for managers and director
- Retrieve documents, correspondence for Regulatory department and various departments
- Responsible for maintaining all FDA submissions and correspondence in the regulatory file room
- Responsible for compiling and submitting Directors expense reports to Accounting
- Knowledge of Microsoft Windows (Excel, MS Word) Lotus Notes, E-mail systems