
FULL NAME

email address | 012-345-6789

PROFESSIONAL PROFILE

Passionate and results-driven professional with a diverse background spanning legal assistance, business development, laboratory operations, and healthcare. Excels in facilitating business expansion through active support in retail operations, collaborating seamlessly with corporate finance, and contributing to legal opinion publications. Proven success in surpassing sales targets, developing efficient laboratory information management systems, and managing complex client relationships. Complemented by a strong educational foundation in Bio-Medical Science with a focus on research and a high GPA. Eager to contribute expertise, drive, and passion to new challenges and opportunities in a professional setting.

PROFESSIONAL EXPERIENCE

Corporate Legal Assistant

05/2023 – 12/2023

Home Hardware Stores Limited, St. Jacobs, ON

- Facilitated business expansion by actively supporting retail operations and business development teams in the areas of procurement, store conversions, and transaction closures.
- Collaborated seamlessly with corporate finance and retail operations personnel to facilitate the approval of new shareholder and asset purchase transactions, ensuring alignment with weekly and monthly Key Performance Indicators (KPIs).
- Conducted thorough research, analysis, and crafted legal opinion publications and mandates for presentation to the corporate governance committee.
- Demonstrated discretion and proficiency in organizing and redacting confidential information within legal documents on a case-by-case basis.
- Provided efficient administrative support by monitoring and managing multiple email inboxes, handling correspondence, and ensuring accurate filing and storage procedures.
- Cultivated and sustained positive client relationships through attentive and proactive communication.
- Offered expert consultancy advice to clients, leveraging legal knowledge and expertise to provide valuable insights and guidance.
- Conducted comprehensive data analysis to extract meaningful insights, contributing to informed decision-making processes within the legal framework.

Business Development Representative & Laboratory Technician

02/2021 – 10/2022

Epitome Genetics, Biotechnology Start-Up, Kitchener, ON

- Conducted comprehensive research on provincial regulatory guidelines to align laboratory practices with industry standards.
- Performed a thorough gap analysis of internal operating procedures, recommending enhancements to ensure compliance with IQMH and DAP requirements.
- Played a pivotal role in the development of a more efficient laboratory information management system, streamlining the registration process for biological samples and minimizing errors for clients.
- Consistently surpassed monthly and annual targets for pipeline, orders, and sales, exceeding strategic and unit sales mix objectives, profit goals, and market share targets.
- Initiated and executed a targeted social media campaign in conjunction with the VP of Business Development. Employed optimizing strategies to effectively engage with clients and business-to-business partners.
- Managed high volumes of phone and email communications with clients, overseeing various aspects such as promoting client relationships, executing contracted services, handling retro adjustments, and conducting audits.
- Oversaw supply and pricing logistics within localized supply chains, fostering relationships with key partners such as Seegene Canada and Uline.

Medical Laboratory Assistant

10/2020 – 05/2021

Grand River Hospital, Kitchener, ON

- Collaborated effectively with colleagues to strategically manage opportunities through various stages, ensuring successful outcomes through technical presentations and demonstrations at customer sites.
- Leveraged market analysis to identify and recommend medicinal products for inclusion in the company's portfolio, contributing to strategic decision-making and enhancing the overall product offering.
- Extracted confidential patient demographics from Cerner Power Chart and Cerner Department Order Entry systems, managing over 500 Covid-19 samples.
- Conducted daily quality control checks, developed comprehensive protocols, and maintained meticulous records, ensuring the accuracy and integrity of all processed data.

EDUCATION

Honours Bachelor of Science - Bio-Medical Science

09/2016 – 06/2020

The University of Guelph, Guelph ON

- 3.8 Cumulative GPA – USPORTS Academic All Canadian
- Varsity Women's Basketball Athlete
- Research Assistant – Animal Biosciences

Student Athlete Mentor

- Established and maintained professional peer relationships with a group of first year student athletes to assist with their university transition.
- Provided academic resources and strategies, support networks, and varsity specific resources to help them succeed on and off the court.

CERTIFICATIONS

Google Project Management: Professional Certificate

02/2024

VOLUNTEER EXPERIENCE

Guelph Community Health Centre

- Collaborated and communicated with internal teams and community partners (food banks, shelters) to provide resources for our priority populations.
- Interacted with a broad range of Canadians who may have found it difficult to access healthcare services at the time due to language barriers, gender inequalities, or physical disabilities.

Social Media Marketing + Content Creation –

Heal Faster Canada, Toronto, ON & Func Media, Toronto, ON

- Assisted in creating photo and video content to showcase recovery and wellness devices that allow athletes to recover safely and effectively from training, surgery, or injury.

Co-Founder No Limits Basketball Camp

Sunnyside Public School, Kitchener, ON

- Organized a 4-week summer basketball camp for athletes with a disability or difference that prevents them from competing in existing leagues or school teams. Our mission was to empower participants through motor skill development, confidence building, and having fun in a safe and inclusive environment.

SKILLS

- | | | |
|------------------------|------------------------|-------------------------|
| • Account Management | • Client Relations | • Sales Strategy |
| • Business Development | • Project Management | • Analytical |
| • Problem Solving | • Contract Negotiation | • Relationship Building |
| • Adaptable | • Time Management | • Organization |
-

TECHNICAL SKILLS

- | | | |
|--------------------|-------|---------------------------|
| • Microsoft Office | • CRM | • R Statistical Computing |
|--------------------|-------|---------------------------|