

GRACE L. GARDNER
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QUALIFICATIONS

- ◆ As an Executive Assistant, advanced to directly support Senior Executives (CEO/COO/CFO) in multiple industries, including: electronics, high-speed rail manufacturing, cGMP software development/sales, pharmaceutical consulting, web development/design.
- ◆ Over ten (10) years of Sales and Marketing experience within the electronics, manufacturing, pharmaceutical, medical device and biotechnology industries.
- ◆ Website development utilizing Adobe Creative Suites and Microsoft programs.
- ◆ Six (6) years experience in computer networking and software/hardware repair and support services, including web design/development and server operations.
- ◆ Since 2007, a co-coordinator in a two-week Aseptic Processing Training Program at the Aseptic Training Institute in Clayton, NC; which includes marketing, scheduling, registration, course materials and hospitality functions.
- ◆ Excellent computer and software knowledge, including, but not limited to, Microsoft Office Suites, QuickBooks and Adobe Suites.
- ◆ Excellent communication, organizational and leadership skills.

EXPERIENCE

2007 - Current *Aseptic Training Institute, LLC, Clayton, NC*

2001 - Current *Aseptic Solutions, Inc., El Granada, CA*

ATI and ASI are consulting companies offering specialized solutions to pharmaceutical manufacturers relative to sterility assurance, aseptic processing and environmental control. In-depth experience with HVAC and water systems, all aspects of environmental control and training.

Director of Programs/Consultant/Executive Assistant

While supporting the Executive Director/Senior Consultant, responsible for all accounting functions, including A/R, A/P (utilizing QuickBooks), faculty W-9 forms, faculty expense pay/honorarium, processing credit/vendor applications, credit card processing, sales and marketing efforts. Provide consulting services to pharmaceutical companies with emphasis in data integrity, airflow studies, environmental monitoring and document preparation.

2005 - Current *ISPurveyor, LLC, Anaheim, CA*

ISPurveyor offers customized web and emails services to support business and personal requirements.

Owner/President

Provides web design, web hosting, email hosting, network solutions and hardware/software implementation and repairs/services.

1997 - 2000 *KMI/PAREXEL, LLC, Aliso Viejo, CA*

Headquartered near Boston, Massachusetts, KMI is the largest compliance consulting and validation services company for FDA-regulated pharmaceutical, biotechnology, and medical device companies.

Integration & Technical Support Specialist *(March 2000 to October 2000)*

Reporting directly to the President of KMI Systems, Inc., a subsidiary of KMI/PAREXEL, this position is the key link between KMI Systems and its customers. This position works with clients to implement KMI Systems' software products (GMPware™), integrate the support tools into their existing processes, and conducts training for software users. In addition to executive-level office support, key responsibilities include quality assurance of deliverables, planning and conducting software installation & training, providing technical support, participate in the development of KMI Systems sales and marketing programs.

Regional Sales Specialist *(November 1998 to March 2000)*

While continuing to support the President and the Chairman, participated as a core member of the Sales Support Group (SSG), a team formed to define and implement the sales/marketing strategy. Essential in building and maintaining client relationships. Hands-on participation with the development of sales-support activities to increase business penetration. Advised Senior Management of opportunities and direction for sales and marketing.

Assistant to the President and the Chairman *(March 1997 to November 1998)*

While supporting the founders of KMI, in all duties, exercise discretion and independent judgment with regard to establishing priorities, setting tasks, and determining how a task should be done; keeping company information confidential; interacting with clients and other KMI employees; and performing personal tasks for the founders.

EDUCATION**Framingham State College, Framingham, MA**

Business Administration Studies (Evenings 1997 - 1998) -- GPA 3.6/4.0

Broome Community College, Binghamton, NY

Business Administration Studies (Evenings 1995 - 1996) -- GPA 3.9/4.0

Elmira Business Institute, Elmira, NY

Two-Year Executive Secretarial Program -- graduating with honors (1984 - 85)

HONORS**Phi Theta Kappa Member, Mu Eta Chapter**

National Honor Society; National Dean's List

RELATED EXPERIENCE

Proficient in leading software programs including: Microsoft Small Business Server 2003 and 2008; Quickbooks Pro; Adobe Suite (Dreamweaver, Acrobat, PhotoShop, etc.); GMPware™ (Validation Protocol Generation software); EMSS (Environmental Monitoring Software System); Microsoft Office Suite; Microsoft Projects, Publisher, FrontPage, Visio and Access; and ACT!, Maximizer and Goldmine (client databases).

PROJECTS/ACCOMPLISHMENTS

- Owner/President of computer hardware/software service company. Implemented Microsoft Small Business Server
- Assistant coordinator of Aseptic Processing Training Program - all aspects including scheduling of the programs, marketing, billing, A/R, A/P, etc.
- Member of development team originated to write cGMP software Training Guides and User Manuals
- Selected as a team member for the implementation of SAP's finance module
- Performed Quality Assurance testing of cGMP software pre-commercial release
- Contributed to the development and implementation of company's hiring process
- Assisted in the coordination of company's all-employee annual training program
- Established a new office one week ahead of a four-week plan through effective project planning
- Served as a team member of four key groups: Sales Support Group, Recruiting Strategy Group, Knowledge Capture Group and Employee Communications Team
- Selected to represent companies at tradeshows and job fairs
- Selected as the administration member of a business merger implementation team and assisted in the executive coordination of the program
- Supported the ahead-of-schedule completion of a Manufacturing Resource Planning (MRP II) System through detailed project tracking and coordinated training of key users
- Project Manager responsible for relocating a former New Jersey railcar manufacturer's finance office to its new location in Elmira, NY
- Responsible for implementing and maintaining Internet and Intranet websites
- Developed educational material and trained employees on using Microsoft Office software
- Developed and documented policies and procedures for companies including capital goods manufacturers, pharmaceutical training, and software/hardware service companies