
Regulatory Publisher Resume

Job Objective

Pursuing the opportunity to enhance my career and use my skills to their fullest by securing a Regulatory Publisher position with reputable company.

Highlights of Qualifications:

- Hands-on experience in handling and publishing of electronic and paper-based regulatory documents
 - Profound knowledge of regulatory publishing standards and procedures
 - Outstanding knowledge of current regulatory submission requirements
 - Familiarity with using Microsoft Office Suite, NextDocs, and eCTD Express ?bility
 - to respond to regulatory submission concerns of other departments, in an effective manner
 - Ability to bookmark, archive, and track regulatory submission documents, properly
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Professional Experience:

Regulatory Publisher
Computer Sciences Corporation, Montgomery, AL
August 2012 – Present

Responsibilities:

- Created and implemented effective publishing and formatting standards for regulatory submissions.
 - Formatted, published, and submitted all assigned regulatory documents, on time.
 - Organized, bookmarked, monitored, and maintained all regulatory files for submission.
 - Checked and validated all regulatory documents for correctness and completeness.
 - Interpreted and adhered to all applicable FDA, GCP, and ICH guidelines.
 - Developed and maintained positive relationships with coworkers and regulatory authorities.
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Regulatory Publisher
PAREXEL International, Montgomery, AL
May 2009 – July 2012

Responsibilities:

- Prepared and tracked all submission project documentation, in an efficient manner.
 - Indexed, organized, and reviewed all assigned regulatory documents and forms.
 - Used eCTDExpress and Documentum software and processed regulatory documents, properly.
 - Developed and evaluated work-related SOPs and training materials, as required.
 - Complied with FDA guidelines and followed regulatory specifications.
 - Communicated and worked with Regulatory Affairs and Regulatory Managers, in a positive manner.
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Education:

Bachelor's Degree in Information Technology
Lesley University, Cambridge, MA

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