



Dawn Cotter

Consultant

Dawn Cotter brings to Quality & Compliance Services Inc. strong organizational skills and a proficiency in dealing with detail. Her ability to optimize systems has been a great asset to Quality & Compliance Services Inc.

SKILLS AND HIGHLIGHTS



Quality Control Officer (QCO) Services

- Performed drug and NHP product release activities for various importing clients
- Provide ongoing QCO services for several manufacturers of GMP-compliant products



Technical Writing

- Revised SOPs for QCO clients
- Assisted in summarizing data to support stability studies of biologics for large pharmaceutical manufacturer

Project Management

- Maintains corporate invoicing
- Maintains ISO quality management system

Computer Skills

- Microsoft Office – Microsoft Word, Excel, PowerPoint



EDUCATION

- Bachelor of Science, University of Toronto

CONTINUING EDUCATION

- Audit Skills
- Technical Writing Course, Q&C
- Fundamentals of GMP, Q&C
- Product Disposition, Q&C
- GMP Training for Importers/Distributors, Q&C

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