



## Lynn Neely

### VP Operations

Industrious and meticulous, Lynn Neely combines a solid background in science and pharmacy with exceptional communication skills to consistently produce work of the highest standard. Lynn is flexible, outgoing and positive; she prioritizes and multitasks well, and she performs effectively whether working independently or as part of a team.

### SKILLS AND HIGHLIGHTS



#### Technical Writing

- Wrote and revised set-up, operation and changeover SOPs for filling and packaging lines
- Completed writing and revision of over 70 production procedures and work instructions to meet tight timeline for drug manufacturer
- Managed SOP revision project for major pharmaceutical manufacturer
- Revised policies and procedures for various pharmaceutical companies
- Compiled a fully formatted, homogeneous document, based on submissions by a number of authors, for a large pharmaceutical company
- Produced a formatting template for a new drug submission for a large pharmaceutical company
- Produced an index to a body of government regulations for use by the pharmaceutical industry
- Revised numerous SOPs (QA, QC, production) for a major pharmaceutical manufacturer ensuring compliance with GMPs and cGMPs



#### Large Compliance Project Management

- Assisted with implementation of vial labelling and packaging, case packer, syringe labelling and packaging processes
- Managed a team that produced a user-friendly publication of a body of government regulations
- Initiated system improvements and developed policies and procedures; hosted internal audits and official audits by external auditors
- Implemented document control for a consulting company



### Quality Control Officer (QCO) Services

- Performed product release activities for various importing clients
- Provided ongoing QCO services for several manufacturers of GMP-compliant products



### ISO Compliance

- Management Representative for Quality & Compliance Services and NHP Compliance and ValidaPharm divisions
- Maintained ISO quality system for consultancy to ensure continued compliance; re-registration since 2002 achieved with no findings
- Led successful implementation of ISO 9001: 2008 quality system for a consultancy; registered with no audit findings



### Project Management

- Managed support team responsible for Finance, Sales and Marketing, Administration and internal Quality System

### Computer Skills

- Microsoft Office – Microsoft Word, Excel, PowerPoint
- Trackwise
- SAP



## EDUCATION

- Honours Bachelor of Science, Lakehead University
- Pharmacy Assistant Diploma, Humber College
- Technical Writing Certificate, Humber College

## CONTINUING EDUCATION, CAREER DEVELOPMENT

- Business Writing & Grammar refresher course, SkillPath
- cGMP Overview, Aventis Pasteur
- Change Control, Aventis Pasteur
- Clean Room Controls, Pharmaceutical Sciences Group
- GMP Fundamentals Course, PSG
- GMP Training, Aventis Pasteur
- Instructional Design for New Designers, Langevin
- Introduction to GMPs for Importers/Distributors (Quality Control Overview), Q&C
- Introduction to ISO 9001:2000, Q&C
- Organizing, Writing and Managing SOPs in compliance with GMP Requirements, PSG
- Product Disposition, Q&C
- SOP Writing
- Technical Writing Course, Q&C
- WHMIS certification Level II, Aventis Pasteur