**ANAM JAVAID**

**13111 Thackery Place, Germantown, MD | 240.551.4052 | javaidanam@outlook.com**

**Skills**

* Excellent communication
* Accuracy and detail oriented
* Project planning and time management
* Mediation and problem solving
* Analytical thinking
* Business acumen
* Self-starter able to thrive under pressure
* MS office with extensive knowledge in Excel
* Adaptable and flexible in team settings
* Highly motivated and results driven

**Education**

**University of Maryland Baltimore County**

B.S., in Biological Sciences, December 2018

**Experience**

**Supernus Pharmaceuticals**

Supply Chain Planner: April 2020-Present

**Supernus Pharmaceuticals**

Supply Chain Analyst: January 2018- April 2020

**Supernus Pharmaceuticals**

Supply Chain Intern: June 2018-August 2018

* Extensively learned the production process of Oxtellar XR and Trokendi XR
* Utilized Excel, calculated bulk, branded, and finished good yields by production process step for Oxtellar XR
* Tracked capsule beads and encapsulation processes, calculated usable yields for 25, 50, 100, and 200 mg Trokendi XR
* Applied Microsoft Excel functions to improve data logging, organization, functions, and graphical representation of data results
* Provided valuable data which initiated negotiations with anticipated savings for the company
* Effectively communicated with various departments such as Quality Control and Research and Development to obtain critical data, feedback, and share final data reports
* Oversaw daily tasks performed by Supply Chain Director, Senior Manager, and Analyst

**Inova Heart and Vascular Institute**

Observer: January 2018-January 2018

* Observed live open-heart surgery
* Assessed condition of patients
* Learned responsibilities of various individuals in O.R.
* Observed emergency medical procedures such as BLS and ACLS

**T-Mobile**

Sales Associate: June 2017-August 2017

* Advertised newly released products
* Established carrier plans for new and pre-existing customers
* Resolved customer concerns regarding carrier bills and merchandise

**Dr. Suzanne Carducci & Associates**

Technician: September 2013- September 2014

* Assisted the doctor by pre-testing patients including recording Snellen Eye Chart scores
* Provided auto-refraction scores for Dr. Carducci
* Delivered responsive, compassionate, patient-centered care daily
* Performed glaucoma screening on patients
* Implemented visual screening machine and retina camera when necessary

**Comprehensive Primary Care**

Intern: May 2013-August 2013

* Monitored patients’ blood pressure and heart rates
* Learned proper procedure of drawing blood from patients
* Assisted Doctors with the clinic’s daily routine
* Utilized Digital Filing System to record patient information
* Documented data related to patients’ care including assessment results, interventions, medications and patient response including assessment results, interventions, medications and patient responses

**Sinai Hospital**

Intern: June 2012-July 2012

* Observed surgical procedures
* Shadowed Neurosurgeon Dr. Agha Khan
* Assisted patients with transfer and walking
* Exam preparation and specimen collection
* Built trust and working rapport with staff and patients
* Witnessed Physician to Patient interaction

*References available upon request.*