

Jobs That Crossed My Desk Through August 30, 2015
Complimentary Service of Audreysnetwork.com
August 30, 2015

If interested in a listed position, contact the person whose information appears at the top of each listing. Individual listings of each executive search person are separated by string of stars. Multiple listings submitted by one recruiter are separated by straight lines.

Remember I'm not a recruiter and only distribute this listing to help bioscience industry professionals identify potential positions with contact person information provided where possible. These positions originated with individuals in my network. Note that recently I've begun to receive many listings via Linked In and in such cases, I've listed company website if not person who sent listing to me.

Jobs are materializing but with such a large pool of qualified professionals at this time, they fill up fast. Always be sure to check the website of recruiter or company to learn what jobs have popped up in between my publications. Unfortunately, I'm not able to post these every day but this tip should help you find newly posted jobs from the contacts sending the jobs below.

Be sure to join the Bio2Device Group (includes professionals from all life science sectors and functions) to access their list of positions which includes different universe of jobs. You must attend one of B2DG meetings to become member but application is free. See details at www.bio2devicegroup.org.

Next BioSpace Career Fair in Bay Area scheduled for Oct. 28, 2015. See details at <http://www.biospace.com/jobs/career-fair/>

Qualified candidates please reply to:

Cindy Johnson
cjohnson@chozeninc.com
tel: 925-577-8135

Below you will find our current openings in the San Francisco bay area. You are welcome to pass this along to folks that may be qualified and interested.

SALES, MARKETING, BUSINESS DEVELOPMENT & CUSTOMER/PRODUCT SUPPORT

Inside Sales Supervisor (aesthetics/dermatology)

- Some college, 4 year degree preferred
- 5 - 7+ yrs in related inside sales experience within medical device industry, preferably in selling to physicians
- Aesthetic industry experience preferred
- Experience managing Inside Sales Representatives
- Expertise in the use of innovative sales techniques in a phone sales environment.
- Excellent phone communications, verbal and written communication skills
- Experienced in lead generation management and support.
- Must be a driven and self-motivated individual who is also willing to receive guidance and direction.
- Competent using office software including, salesforce.com, Word, Excel, Internet Explorer, PowerPoint, and Outlook.

MANUFACTURING, SUPPLY CHAIN, OPERATIONS & R&D ENGINEERING

Manufacturing Engineering Manager – Lean focus –*URGENT*

- BS degree required, advanced degree preferred
- 12+ years of related engineering experience in medical device industry
- 5+ years people management experience.
- Experience with Nitinol processing.
- Lean manufacturing knowledge and proven experience is required.
- Possess excellent English communication skills – both written and oral.
- _____

Sr. Supply Chain Manager - *URGENT (semiconductor or electronics industry experience required)*

- BA/BS degree required, advanced degree preferred. Project management experience required.

- Strong understanding of supply chain management in the Contract Manufacturing environment.
- SAP user background and skills required.
- Excellent written and verbal communication.
- 10+ years of team management experience required.

Program Manager - *URGENT*

- PMP Certification and/or Professional project Management Certificate highly preferred.
 - Significant experience scoping, planning, executing, and closing complex medical device projects.
 - Demonstrated ability in project management basics: schedule building, tracking, management, and communication; budget & risk management; ability to define & manage scope across the product development life cycle; establishment, organization, facilitation, and effective follow-up for cross-functional team meetings; previous experience organizing and balancing several related projects into a well-integrated program.
 - BS degree in a technical field (engineering or science). MS degree preferred. MBA is a plus.
 - Minimum 8 years managing complex projects/programs, 3+ yrs managing direct reports
 - Direct experience with at least one of the following medical device areas:
 - Minimally invasive implantable devices including vascular stents, grafts, filters & accessories.
 - Orthopedic devices & surgical instrumentation.
 - Cardiac devices including structural heart solutions, CRM, electrophysiology, and heart pumps.
-

Sr. Manufacturing Engineer – *Lean focus*

- BS degree, advanced degree is a plus
 - 5+ years of relevant manufacturing experience in medical device industry
 - Industrial Engineering degree is a plus
 - Solid understanding of Lean Manufacturing principles.
 - Possess excellent communication skills – both written and oral.
 - Must possess exceptional leadership & interpersonal skills
-

Sr. Process Development Engineer (thermo-mechanical processing)

- Bachelor's degree in Engineering, advanced degree preferred.
- 5+ years experience in process development engineering.
- Experienced in incorporating radiopaque markers.
- Ability to communicate clearly and efficiently in a highly technical environment.
- Capacity to work independently, with minimal supervision.
- Experience working in a regulated environment is a strong plus.
- Experience with gage R&R, DOE set-up and analysis.
- Experience with Solidworks.

Nancy Cody

Wirth & Associates

wirth@wirth-associates.com

Clinical Trial Manager

CA

Comprehensive oversight of operational aspects of assigned clinical trials.

Lead Formulation Scientist

CA

Develop, plan and execute formulation projects for animal health products

Senior Veterinary

CA

Sr. Regulatory Dir.

CA

8/30/2015

Data Manager/Database Designer
CA

Senior Vice President, Global Head of Product Development - CA

- Direct all aspects of global animal health product development – both for products in development and those already in the market
 - Effectively establish the strategic direction for product development and management, and define the framework and process for strategy and initiative development.
-

Supply Chain Director
SW

This role is responsible for the management of Production and Materials Planning, Inventory Control and Planning, Sales and Operations Planning, Warehouse Operations and Logistics (inbound and outbound). This role reports directly to the site head and dotted line to Global VP of Supply Chain. This position will also be a member of the site Leadership Team.

Quality Assurance Document Control Coordinator
SW

The Quality Assurance Documentation (QAD) department is responsible for managing the Controlled Document System that complies with cGMPs.

Manufacturing Quality Assurance (MQA)

Analyst will be an essential part of the Business Unit's management team. The MQA Analyst will assist in management of the daily activities of the Business Unit, but will report independently to the Manager of MQA.

Quality Systems Manager
SW

The Compliance and Quality Systems Department is responsible for maintaining a positive relationship with customers by completing annual product reviews (annual reports, as required) responding to necessary field actions, including recalls, and assuring compliance with established Quality Agreements.

Chemist I
SW

The chemistry department is responsible for support of the manufacturing department and external customers.

Sr. Proj. Engineer/Manager - 05M-15-678Y
TX

Mechanical/Chemical Engineer. Strong Semi Solids experience.

10m+ Projects, Budgets, Packaging, Remolding.

This role is responsible for leading, coordinating and managing facility, equipment, utilities – infrastructure and process/system projects (e.g. facility expansion or redesign, new equipment or systems) including analysis, design and implementation. Oversees and manages major improvement studies. Manage projects from concept development through qualification completion.

Project Manager
SW

This position is responsible for managing the successful technical transfer of client projects and products.

Quality Technical Engineer/Evaluator (2)

The Quality Assurance Department specializes in contract manufacturing of liquid and lyophilized small volume parenteral products using aseptic processing technology.

Director, Analytical and Microbiology

The Analytical and Microbiology Director will provide scientific and operational leadership to the analytical and microbiology GMP laboratories

Microbiologist Analyst. (2)

The Microbiology Department performs environmental monitoring (EM) of the production environment and testing of in-process, end-product, and raw material samples to ensure compliance with regulatory and cGMP requirements.

Validation Engineer

TX

Pharma experience 3-6 years, equipment qualification, requalification work, protocol/acceptance report writing. Troubleshooting. Oral solid and liquid products

Director, Method Validation

CA

Position Summary:

The Director of Method Validation is responsible for providing the day to day leadership and analytical chemistry and regulatory guidance to the Method Validation and Method Transfer sections of R&D Analytical Sciences. The responsibilities include the supervision of staff and validation projects for solid dosage and other forms from both generic and brand development areas. The responsibilities also include timely completion of validation to support ANDAs/NDAs, response to FDA deficiency letters, transfer of methods to the QC laboratories or third party and introduction of new technological initiatives.

Senior Manufacturing Engineer

Southwest

Tech Ops. Working on a project team responsible for the technical transfer of pharma products into CMO. Equipment specification/qualification, batch record writing, SOP writing, etc. Process improvement projects dealing with pharmaceutical processes. 5-10 years experience.

Project Manager

Southwest

Pharma experience. Manage technical transfer of clients products into the CMO site. Includes clinical and commercial products. Background in mfg, eng, laboratory, etc.

Project Engineer

Southwest

Specification of utility equipment, project oversight, project schedule, construction oversight, FAT/SAT/commissioning etc.

Validation Engineer

Southwest

Pharma experience 3-6 years, equipment qualification, requalification work, protocol/acceptance report writing.

R&D (formulator). Pharmaceuticals

TX

Solids and Liquids

Manufacturing facilities, generic pharmaceuticals.

Clinical Project Manager.

S.CA

Dedicated to clinical research, data management, and statistical analyses and reporting servicing the biotechnology, medical device, and pharmaceutical industries.

Our startups and affiliates are hiring. See selected openings below. We maintain current job listings at [http://jobs.qb3.org/?mc_cid=2941b675f1&mc_eid=\[UNIQID\]](http://jobs.qb3.org/?mc_cid=2941b675f1&mc_eid=[UNIQID]).

Senior Scientist, Assay Development (Full Time)
Diassess Inc., Emeryville, CA

As a Scientific Lead for Diassess Inc., you will be responsible for planning and overseeing the assay development for our rapid DNA diagnostic device. You will apply knowledge of biology, biochemistry, and biomechanical principles to assist in the design, development, and evaluation of our rapid DNA test.

We expect candidates to have a PhD in biochemistry, molecular biology, or a related field and have demonstrated technical experience and competence. Candidates will ideally have 5+ years of experience with complex multi-step assays, preferably in an industrial setting.

About Us: Diassess is a startup striving to transform the way infectious diseases are diagnosed. We are developing a disposable test kit that allows any cell phone to perform rapid DNA-based disease detection, in a clinic or at-home, within 30 minutes. This technology bypasses centralized medical lab testing and streamlines patient care.

For more information and to apply, please visit:

[http://www.ventureloop.com/ventureloop/jobdetail.php?jobid=394679&mc_cid=2941b675f1&mc_eid=\[UNIQID\]](http://www.ventureloop.com/ventureloop/jobdetail.php?jobid=394679&mc_cid=2941b675f1&mc_eid=[UNIQID])

Research Assistant
ZymoChem

ZymoChem, Inc. is an early-stage renewable chemicals company with R&D facilities in Berkeley and San Francisco, California. We are genetically modifying microbes by incorporating novel biosynthetic pathways for making chemicals from sugars and other bio-based feedstocks.

Position Summary

ZymoChem seeks a Research Assistant to immediately join and assist its R&D team. As a member of the startup company, you will have an opportunity to build a game-changing technology from the ground up. Specific responsibilities for this position include helping the team with constructing plasmids, generating knockout strains, conducting protein expression and purification studies, performing in vitro enzyme activity assays, setting up cell culture studies, and working with analytical instruments. Additional duties will include maintaining an organized laboratory environment as well as the consumables & chemicals inventory. This position is presently for a full-time, six-month appointment, with the opportunity for extension.

Qualifications & Experience

- BS or BA in molecular biology, chemistry, microbiology, biochemistry, bioengineering, or a related discipline.
- Research experience in an academic lab is preferred.
- Experience with molecular biology techniques such as PCR, plasmid DNA purification, PCR primer design, cell cloning, and DNA gel electrophoresis.
- Experience with enzyme expression techniques such as inducible protein expression, purification, SDS-PAGE, and Western Blot analysis.
- Experience with carrying out enzyme activity assays in 96 well plates.
- Experience with anaerobic metabolism and working with an anaerobic glove box.
- Ability to maintain a well-organized laboratory notebook.

- Excellent written and verbal communication skills.
- Prior experience in a start up environment a plus.

If this position aligns with your career aspirations, please send your resume to info@zymochem.com and include "Application for Research Assistant Position" in the subject line of the e-mail. ZymoChem is an equal opportunity employer.

Scientist
ZymoChem

ZymoChem, Inc. is an early-stage renewable chemicals company with R&D facilities in Berkeley and San Francisco, California. We are genetically modifying microbes by incorporating novel biosynthetic pathways for making chemicals from sugars and other bio-based feedstocks.

Position Summary

ZymoChem is seeking a Scientist who is able to immediately join and assist the company's R&D group. As a member of the young startup company, you will have an opportunity to build a game-changing technology from the ground up. This scientist position requires an entrepreneurial-level initiative, the ability to demonstrate scientific leadership, and a dedicated work ethic with the capability to prioritize & efficiently multi-task on a daily basis. An adept ability to effectively communicate and work with a team in a fast-pace environment is also crucial. Primary responsibilities will include the metabolic engineering of microbes by constructing functional, non-native biosynthetic pathways as well as strain engineering (e.g., genome editing) & pathway optimization. Additional tasks will involve protein expression & purification studies, plasmid construction & cloning, and working with analytical instruments such as HPLC, LC/MS, and GC/MS. This position is presently for a full-time, six-month appointment, with the opportunity for extension.

Qualifications & Experience

- PhD in bioengineering, chemical engineering, biochemistry, molecular biology, or a related discipline. Experience in an industrial or startup environment a plus.
- Proven expertise with engineering E. coli and/or yeast.
- Excellence in building, testing, and optimizing metabolic pathways for the production of chemicals.
- Expertise with state-of-the-art techniques for gene knockouts and other genome engineering tools.
- Experiences with cloning, protein purification & enzymology, -omics techniques for analyzing/optimizing metabolic pathway flux, high-throughput methodologies, design of experimentation, lab-scale (1-10 L) controlled bioreactors, and anaerobic metabolism & glove boxes are all a plus.
- Relevant publication record and achievements.

If this position aligns with your career aspirations, please send your resume/CV and a cover letter to info@zymochem.com, and include "Application for Scientist Position" in the subject line of the e-mail. ZymoChem is an equal opportunity employer.

Research Associate II Analytical Chemistry
Circle Pharma

Circle Pharma is an emerging biotech company developing macrocyclic peptide therapeutics. We have open positions for candidates who are interested in making key contributions to a small, exciting startup company and helping drive its growth. For more information about Circle Pharma, see our website at www.circlepharma.com.

Job description: this role will provide hands-on analytical work, preparing and analyzing peptides in support of various discovery programs. The position will be integral to the opening of Circle's peptide
8/30/2015

synthesis laboratory located in South San Francisco, CA. We are seeking candidates who are highly motivated, flexible and able to fit with the dynamic environment of a small company. The start date for this position is expected to be October / November 2015.

Qualifications:

- B.S. in chemistry or related field with 5 years of hands-on analytical chemistry and chromatographic experience or M.S. degree in chemistry with 2+ years of hands-on chromatographic experience is required.
- Specific experience in the area of peptides/cyclic peptides and high throughput purification using Agilent/Waters systems is preferred.

Required Skills:

- Knowledge of HPLC, LC/MS chromatographic analysis and data processing with fast turnaround time.
- Ability to critically analyze chromatographic results and quantitatively assess data.
- Maintenance of chromatographic instruments at maximum productivity, diagnosis of problems and performance of trouble-shooting services to resolve instrumentation issues.
- Generation of high quality calibration curves.
- Efficient planning of lab duties and multitasking.
- Good writing and documentation of laboratory processes.
- Knowledge of analytical methods and optimization processes.
- Excellent written and verbal communication skills.

Physical Requirements

- Majority of day spent in the laboratory, so the ability to stand for extended periods of time is necessary.
- Personal protective equipment including safety glasses, lab coat, gloves, leg coverings, and closed-toed shoes are required in most areas associated with this position.
- Must be able to lift/push/pull 30 pounds.

To apply for this position, email your cover letter and resume to Cayla McEwen at caylamcewen@circlepharma.com

Scientist, Computational Chemistry
Circle Pharma

Circle Pharma is an emerging biotech company developing macrocyclic peptide therapeutics. We have open positions for candidates who are interested in making key contributions to a small, exciting startup company and helping drive its growth. For more information about Circle Pharma, see our website at www.circlepharma.com.

Job Description: working across Circle's various therapeutic discovery programs, the computational chemistry scientist will perform computer-aided design of cell permeable macrocycles, including design, construction and screening of large virtual libraries. The scientist will also participate in development of new computational algorithms. We are seeking candidates who are highly motivated, flexible and able to fit with the dynamic environment of a small company. The start date for this position is expected to be October / November 2015, and will be located in Circle's new facility in South San Francisco.

Qualifications:

- Ph.D. in Computational Chemistry, Computational Biology, Biophysics or related fields.

Required Skills:

- Unix/Linux and scripting experience (Perl and Python).
- Training on computational approaches to drug design, protein engineering or protein structure prediction.
- Experience with conformational analysis.
- Experience modeling protein-ligand binding interactions using structure-based and ligand-based

methods.

- Excellent written and verbal communication skills.
- Able to work with minimal supervision and adapt smoothly to changing priorities.
- Independent problem solving, but open to suggestions and able to embrace the ideas of others.

Preferred Skills:

- Experience with Schrodinger software (Prime, Glide, Phase).
- Experience with pipelining tools such as Knime.
- Experience with data and statistical analysis software such as Spotfire.
- Previous experience with peptides.

To apply for this position, email your cover letter and resume to Cayla McEwen at caylamcewen@circlepharma.com

Scientist/Senior Scientist, Synthetic Peptide Chemistry
Circle Pharma

Circle Pharma is an emerging biotech company developing macrocyclic peptide therapeutics. We have open positions for candidates who are interested in making key contributions to a small, exciting startup company and helping drive its growth. For more information about Circle Pharma, see our website at www.circlepharma.com.

Job Description: this role will have responsibility for the synthesis and analysis of cyclic peptides across Circle's various discovery programs. The position will be integral to the opening of Circle's peptide synthesis laboratory located in South San Francisco, CA. We are seeking candidates who are highly motivated, flexible and able to fit with the dynamic environment of a small company. The start date for this position is expected to be October / November 2015.

Qualifications:

- Ph.D. in organic/medicinal chemistry with 3+ years experience in peptide chemistry is required.
- Industrial experience in protein synthesis is preferred.

Required Skills:

- Track record of achievement in chemical synthesis and advancing drug discovery projects is desired as exemplified by patents, conference presentations and/or peer-reviewed publications.
- Development and optimization of automated techniques for high throughput synthesis of peptides and purification.
- Synthesis, purification and characterization of peptides on mg to gram scale to support discovery programs up to IND stage and external collaborations.
- Expertise with chemical instrumentation techniques (MS, LCMS, HPLC, NMR).
- Must be proficient in identifying structure activity relationships (SAR) to intelligently optimize compounds for pre-clinical development.
- Excellent written and verbal communication skills.
- Able to work with minimal supervision and adapt smoothly to changing priorities.
- Independent problem solving, but open to suggestions and able to embrace the ideas of others.

Physical Requirements

- Majority of day spent in the laboratory, so the ability to stand for extended periods of time is necessary.
- Personal protective equipment including safety glasses, lab coat, gloves, leg coverings, and closed-toed shoes are required in most areas associated with this position.
- Must be able to lift/push/pull 30 pounds.

To apply for this position, email your cover letter and resume to Cayla McEwen at

caylamcewen@circlepharma.com

Recent listings in California at

http://jobs.bio.org/jobseeker/search/results/?site_id=15768&keywords=jobs+in+California

08/25/2015

Freelance Medical Writer

Demand Media (LIVESTRONG.com)

California,
United States



08/23/2015

Sr. Regulatory Specialist, Biotech Center of Expertise~ San Diego, CA

BASF Corporation

San Diego,
California,
United States



Other Information for Those in Transition

32 Biotech and Pharma Recruiters at Source: <http://www.genengnews.com/insight-and-intelligence/32-biotech-and-biopharma-recruiters/77900088/?page=1>

4 Expert Tips on Writing a Resume for Biotech Industry, Nov 25, 2013 by Clinovo Read at <http://blog.clinovo.com/4-expert-tips-on-writing-a-resume-for-the-biotech-industry/>

.....

See article entitled "6 Ways to Crack the Hidden Job Market" about cracking the hidden job market where 80% of jobs are found. The article was *written by* Nancy Collamer, M.S., is a career coach, speaker and author of *Second-Act Careers: 50+ Ways to Profit From Your Passions During Semi-Retirement*. Her website is [MyLifestyleCareer.com](http://www.mylifestylecareer.com); on Twitter she is [@NancyCollamer](https://twitter.com/NancyCollamer).

<http://www.forbes.com/sites/nextavenue/2013/08/12/6-ways-to-crack-the-hidden-job-market/2/>

Nice piece on informational interviews by Susan Oct. 22, 2012 at Work Coach Cafe at <http://www.workcoachcafe.com/2012/10/22/how-to-do-successful-information-interviews/>

Thanks to Paula Rutledge for sharing.

Check out the annual Beyond Borders: Global biotechnology report 2012 on the biotechnology industry at www.ey.com. This is the 26th anniversary issue using consistent measures to track the industry sector.

[http://www.ey.com/Publication/vwLUAssets/Beyond_borders_2012/\\$FILE/Beyond_borders_2012.pdf](http://www.ey.com/Publication/vwLUAssets/Beyond_borders_2012/$FILE/Beyond_borders_2012.pdf)

See Beyond Borders Matters of Evidence 2013 biotechnology report at [http://www.ey.com/Publication/vwLUAssets/Beyond_borders/\\$FILE/Beyond_borders.pdf](http://www.ey.com/Publication/vwLUAssets/Beyond_borders/$FILE/Beyond_borders.pdf)

See most recent Beyond borders: unlocking value Global biotechnology report 2014 At <http://www.ey.com/GL/en/Industries/Life-Sciences/EY-beyond-borders-unlocking-value>

Check out the CHI.org website for the most recent publications on the status and trends of the California Biomedical Industry and workforce. These reports were prepared by leading organizations that research the market and lobby for the industry-- PWC, CHI and BayBio. They contain useful information for individuals as well as companies in researching the industry here locally.

See 2013 report authored by CHI, PWC and BayBio at <http://www.californiabiomedreport.com/>

Writing Resumes

UC Davis Internship and Career Center Guide to Resumes (2011)
Download at <http://iccweb.ucdavis.edu/pdf/crm/0910/crm-resumes.pdf>

NOVA workboard releases a report that is of interest to those looking for new opportunities-- Tech Resumes 2.0, an Employer Perspective

Silicon Valley in Transition: Tech Job Growth Poses Both Opportunities and Challenges for the Valley-Based on 250 employer surveys and over 50 executive interviews. As a portion of that effort, NOVA released a 2nd report: "Silicon Valley in Transition: Economic and Workforce Implications in the Age of iPads, Android Apps and the Social Web." It proposes a number of recommendations for better preparing and connecting job seekers with available employment opportunities and for Silicon Valley to maintain its dominance as the world's preeminent innovation factory.

Tech resumes 2.0, an Employer Perspective - The study includes resume advice from 27 Valley recruiters and hiring decision makers as well as practical employment search and resume tips, key messages for job seekers, employers, economic development leaders, educators, and workforce boards.

A link to the report is <http://goo.gl/uXTX7>

Susan Caldwell wrote an article regarding writing a resume as well.

"10 Tips for Creating a Door-Opening Resume" by Susan E Caldwell

If you're a medical writer, how can you make sure that you still have work in these tough economic times? Important for staff and freelancers alike, marketing your name and abilities can be done in many ways. One way is to develop and maintain a living resume that speaks to the best you have to offer employers.

As an experienced worker, you likely have a professional reputation. Maybe it's good, or maybe it's not so good. How can you enhance or improve your resume so that your best shines through? Here are a few suggestions:

1. **Resume Format.** Your resume's format should be simple and pleasing to the eye. Because resumes are often input into databases, the simpler the format, the better. Using a simple format should help avoid the need to reformat before your resume is uploaded into a database. When you submit your resume to a recruiter or job board, you should submit it as a Microsoft Word file, but without special formatting. Avoid bullets, bolding, italics, indents, and other formatting that are lost in plain text files. If you do use special formatting, your resume may look like alphabet soup after it's put in a database.

Organize your resume in sections, each with a heading that tells the reader what is in that section. Here are some sections typically found in resumes and their approximate order of appearance:

Introduction or Career Goal

Summary

Work History or Professional Accomplishments (if candidate has work history)

Academic Background

Skills

Honors and Awards

Publications

There are many variations on the organization and section labels listed above, and you should use what is appropriate for your career stage. Points 7-10 (below) specifically address what content should be included in some of your resume's major sections.

When you are ready to format your resume, consider looking at the many examples of resumes available online. Seeing the structures of other resumes may help you decide on your own resume's format and organization.

2. **Job Targeting.** Decide what your target job or assignment is, and tailor your resume to that job. How do you do that? For one thing, you can pepper your resume with the key concepts, terms, and abbreviations for your target job in your resume; this

will show that you know the language in that field. Examples include the terms ICH Guidelines, investigator brochure (IB), style guide, and eCTD. Another way to target your resume is to rewrite portions of your resume to match the target job description. This strategy sounds like a lot of work, but it can pay huge dividends. When you submit a targeted resume, it's more likely you will be considered a great match for the position.

3. **Resume Emphasis.** Emphasize your best accomplishments (for example, an approved eCTD submission that you worked on). Make it clear that you got the job done in an effective way, particularly if it saved time or money. You can do this by positioning these stellar achievements toward the resume's front, writing more about those accomplishments, and/or including specific comments about them in your resume. If there's a web site or information on the web that illustrates or supplements information about your accomplishment, link that information to your resume.

4. **Lying on Your Resume.** This one is simple: don't lie on your resume. It's a bad idea for several reasons. Not only is it wrong, but if you exaggerate or lie, you may be in over your head if you do get the job. In addition, employers do check resume facts, and they are likely to identify any lies or inconsistencies.

5. **Errors in Your Resume.** If you're seeking a new job or contract assignment, your resume should be flawless. That is, it should have no typos, misspellings, incorrect grammar, or other writing errors. If you want to open the door to a job interview, show the reader that you are careful about your writing. As a medical writer, the writing that appears in your resume will be the first writing sample an employer sees. Be sure that it will stand up to scrutiny.

6. **Resume as Living Document.** Ensure that your resume is always current and well crafted; it should be a living document. Update it every time you have new material to add to it. Again, the resume's purpose is to get your foot in the door for an interview. If you don't keep your resume current, you may miss a chance to include vital information, especially if you need it on short notice. For this reason, you should always be ready to send your resume to recruiters or employers on a moment's notice.

The remaining points in this article address issues within your resume's sections:

7. **Summary.** At the start of your resume, include a short (usually 1 to 2 paragraphs) thumbnail summary of your work experience and academic background. It's also appropriate to have a statement that tells the reader what you want to do in your next job.

8. **Academic Background.** The academic background section should include your earned degrees, the name of the institution where you earned the degree, and the dates when they were conferred. If you have earned an advanced degree, this section may be a good place to list the title of your thesis or dissertation, if any. (Alternatively, your dissertation's citation can be included in your resume's Publications section.)

A separate section following your academic background can include the continuing education and training courses you've taken. The list should include the subject matter (or course title) and date(s) when you had the training. And here's an important tip: whenever possible, include specific dates for the education and training. The dates add to your credibility, and their absence can be conspicuous.

As you advance in your career, your academic background generally becomes less important than your work history. After you have a work history, especially in medical writing, consider moving the academic background information in your resume to a location following your work history.

9. **Work History or Professional Achievements.** In this section of your resume, include specific details about your work history. The reverse chronological work history format often works well, with your most recent job listed first. The work history section should describe your milestone accomplishments for each job or contract assignment. As with the academic background section, include the start and stop dates for the jobs and/or contract work that you've done. The dates will give you added credibility.

10. Publications. If you've authored any publications, put a list of them in your resume with the full citations in a consistent reference format. For publications with multiple authors, you should include all of the authors' names in the order that they appeared in the publication. Finally, try to get access to electronic copies of your publications on the internet. Consider hyperlinking those citations in your resume to the actual articles. In so doing, your reader can easily find and read examples of your work. You can also prepare a set of publication samples as a zipped file to provide to prospective employers.

Done well, your resume will open many doors for you, including some you may want to walk through. There are many resources on the internet that will help you create an excellent resume. Take the time to use them, too! You'll be glad you did.

About the Author

Susan Caldwell is a medical writer, PhD scientist, and entrepreneur. After 10 years of laboratory research, she made a major career course correction and never looked back. She found she could make a career of doing what she loves--writing--and applied it to her background in biomedical research. Since 1995, she has directed medical writers at five life-science companies, including her company, Biotech Ink, LLC. Her specialty is writing regulatory documents for clinical, preclinical, and manufacturing activities that support the development of biotechnology, pharmaceutical, and medical device products. She also has considerable experience writing book chapters, newsletters, brochures, white papers, web content, and many other document types. Susan has been writing and publishing the Biotech Ink Insider newsletter since October 2008.

You can email Susan at caldwell@biotechink.com, phone her office (650-286-9300), see her LinkedIn profile, follow her on Twitter, and you're invited to join her Medical Writers Twibe (for which you have to have a Twitter account).

Copyright 2009 Biotech Ink, LLC. All rights reserved.

"Writing Your Career Change Resume- 5 Tips," Job-Hunt.org...your objective source of job search resources website; this might be helpful for those of you leaving a bench science position to another function inside a life science company.

<http://www.job-hunt.org/career-change/resume-for-career-change.shtml>

I googled several questions about writing a resume and was astounded that the different sites with free advice, templates, etc. Of course, some service providers were also listed.

I googled Amazon's top books for job hunters and writing resumes and found a list including one of my favorites [What Color Is Your Parachute? 2013: A Practical Manual for Job-Hunters and Career-Changers](#) by Richard N. Bolles. I found this book especially useful in helping me determine what types of job functions I liked best.

4 Expert Tips on Writing a Resume for Biotech Industry, Nov 25, 2013 by [Clinovo](#)

Read at <http://blog.clinovo.com/4-expert-tips-on-writing-a-resume-for-the-biotech-industry/>

.....

Free Newsletters to Keep You Informed

Check out free newsletters delivered to your email box:

- "Biospace's "Genepool," "Deals and Dollars," and "Clinical Focus"
- "FierceHealthCare," "FierceHealthIT," FiercehealthFinancial", "FierceHealthPayer," "FierceEMR," "FierceBiotech," "FierceMedicalDevices" and "FiercePharma"
- "Drug DiscoveryOnline,"
- "IN VIVO Blogspot," "Pharm Exec blog"
- "QMed Daily" (formerly DeviceLink.com)
- "PRWeek Healthcare Newsletter"
- enewsletters@fdanews.com
- PharmExecBlog.com at <http://blog.pharmexec.com/> on the business of pharma

- <http://realendpoints.com/blog/> on pricing and reimbursement
- Luke Timmerman's blog on Xconomy.

Ken Wu advises "I found this article titled, 7 Mistakes Job-Seekers Over 50 Make, via the American Society of Quality (ASQ) daily email update. It's worth reading if you're considering how to reposition yourself for the upturn in the job market."

The link; http://internsover40.blogspot.com/2009/09/7-mistakes-job-seekers-over-50-make.html?WT.mc_id=EM3965M&WT.dcsvid=1541418993.

Job Sites

There's a new biotech job site on the BIO website entitled Bio Jobs: The Talent Hub for Biotech at <http://jobs.bio.org>. You can search for open positions via various parameters.

Review my weekly listings for individual recruiters and review their websites where they post jobs. Be sure to join the Bio2Device Group and their Linked In Groups where jobs are posted.

There are specialized linked in groups that list jobs in the area of interest to its members. I'm a member of separate linked in groups in marketing and marketing research where I gather jobs for my weekly postings.

The most known site for career and job listings is www.biospace.com which focuses on biotech and pharma.

There's website with jobs specific to medical device area at the www.legacymedsearch.com.

Darshana Nadkarni posts medtech jobs in the jobs category, in her blog at www.darshanavnadkarni.wordpress.com. For any jobs that interest you, she advises you send resume directly to her at wd_darshana@hotmail.com.

You can look up pharmaceutical jobs in your area by zip code at <http://jobs.findpharma.com/careers/jobsearch>. They include all functions in pharmaceutical companies.

Susan E. Caldwell a local medical writer shares some insights into finally mastering touch typing. As writers, we must type to do our work, at least if we're using Microsoft Word or other word processor. Many writers become writers without knowing how to touch type (typing without looking at the keys). Touch typing at 40-60 average words per minute, which is industry standard, is roughly 3 to 4 times faster than you can write by hand. The links below are offered so that you can learn and practice touch typing for free (and they aren't presented in any particular order:

1. <http://www.sense-lang.org/typing/>
2. <http://play.typeracer.com/>
3. <http://10-fast-fingers.com/>
4. <http://www.learn2type.com/>
5. <http://www.touch-typing-tutor.com/>
6. <http://www.nimblefingers.com/>
7. <http://www.alfatyping.com/>
8. <http://www.typeonline.co.uk/typingspeed.php>

Salary Surveys

See most recent life scientist salary survey from **The Scientist** at <http://www.the-scientist.com/?articles.view/articleNo/38033/title/2013-Life-Sciences-Salary-Survey/>

Contract Pharma publishes an annual salary survey for employees of contract manufacturing companies. The fifteenth survey is available at http://www.contractpharma.com/contents/view_salary-survey/2014-06-05/2014-fifteenth-annual-salary-and-job-satisfaction-/

The most recent salary survey in medtech is "Medtech Salary Survey 2013: A Sneak Peek" by Jamie Hartford, posted in **Medical Device Business**, Nov. 5, 2013. See snapshot at <http://www.mddionline.com/article/medtech-salary-survey-2013-sneak-peek> See additional comments in report dated Nov. 27, 2013.

This year's annual **Medical, Marketing and Media** salary survey was released in October 2014. The article entitled "Career and Salary Survey: In Check," Oct. 2014 is found at

<http://editiondigital.net/publication/frame.php?i=226938&p=&pn=&ver=flex>

You can download the Premium Edition in pdf at http://media.mmm-online.com/documents/93/css_2014_premium_edition_23196.pdf

Given the current economic climate, this is a wonderful time to prepare for a career transition and to reassess your career path so that it is aligned with your personal and professional goals. Career Opportunities in Biotechnology and Drug Development, www.careersbiotech.com, published by Cold Spring Harbor Laboratory Press, is a comprehensive, in-depth exploration into the many careers found in the life sciences industry (biotech, pharma and medical devices), based on interviews with over 200 industry executives. It covers 20 vocational areas and over 100 careers. The book was written with the goal of helping readers identify career areas that best suit their interests, values, skills and goals. Each chapter explores the many in-depth nuances of each vocational area. Additionally, there are chapters on resume preparation, job search strategies, informational interviewing and more. A free sample chapter on careers in Project Management is available at www.careersbiotech.com.

This insightful and extremely helpful book was researched and written by Toby Beth Freedman, Ph.D., President, Synapsis Search (www.synapsissearch.com) and local guru on life science careers. Toby freely shares her experiences acquired as a researcher, business development manager, recruiter and her in-depth research with local industry organizations, such as, local AWIS, the Bio2Device Group and universities.

The target audience for this book is people working in academia or in industry who are considering a career transition. It has a broad appeal to scientists, doctors, nurses, lawyers, engineers, business executives, high tech professionals, etc. The book is available on Amazon and a paperback version will be available soon.

These job postings are listed on my blog accessed at www.audreysnetwork.com/blog along with my suggestions for local industry meetings for networking and expanding your knowledge and skills. Please direct other interested parties to my email address at audreyerbes@aol.com if they wish to receive these mailings directly.
