

Hal Jordan

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Profile

Analytical, detail-oriented **Regulatory Affairs Professional** with strong understanding of regulatory compliance, frameworks, and processes. Highly skilled in research and data analysis to provide risk-mitigating recommendations on new products and policies. Background in pharmaceutical industry with demonstrated experience in quality control, documentation, and project management.

Summary of Qualifications

- Ability to identify, interpret and comply with legislation, regulations and standards in Canada
- Experience in preparing and submitting regulatory documents to Health Canada
- Familiar with labeling requirements for pharmaceutical and medical devices
- Strong analytical skills to research, assess, implement, and evaluate risk management strategies for product development and design
- Effectively collaborate within multidisciplinary teams to improve processes and systems
- Clear communication skills to present technical information to various audiences
- Knowledge of project management principles to manage project scope, timelines, constraints, deliverables and stakeholders
- Computer proficiency using Microsoft Office Suite (Excel, Word, PowerPoint, Project) for data collection and analysis, technical reports and documentation

Education

Graduate Certificate, Regulatory Affairs – Sciences Jan. 2024 – Present
Algonquin College, Ottawa, ON

Bachelor's Degree, Pharmacy Jun. 2018 – Jun. 2022
Amity University, Uttar Pradesh, India

Academic Projects

Regulatory Strategy for New Drug Submission (NDS) May 2024 – Aug. 2024
Algonquin College, Ottawa, ON

- Developed a comprehensive regulatory strategy for submitting a New Drug Submission (NDS), ensuring compliance with all relevant guidelines and regulations
- Provided an overview of the drug (therapeutic use, mechanism of action, target population) and outlined preclinical studies and clinical trial phases (objective, design, endpoints)
- Proposed a draft labeling for the drug including indications, dosage, and safety information
- Developed a risk management plan to monitor and mitigate potential adverse effects, propose strategies to address any potential challenges
- Created a timeline for the NDS, meeting all key milestones and deadlines

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Public Health Policy Analysis

Algonquin College, Ottawa, ON

Mar. 2024 – Apr. 2024

- Provided an overview of a public health policy in Canada, including its objectives, target population, and the key stakeholders involved in the policy's creation and implementation
- Researched and collected data from multiple sources for qualitative and quantitative analysis to understand the policy's impact on public health outcomes
- Identified unintended consequences or gaps in the policy and developed recommendations for improving the policy including strategies for better implementation and enforcement
- Prepared clear communication strategies for multiple communication channels to improve the dissemination of information critical to preventing and mitigating public risk
- Summarized key findings in a 5-page research paper, outlining potential regulation issues and appropriate mitigation measures to reduce risk and build public trust

Work Experience

Pharmacy Assistant

Shoppers Drug Mart, Ottawa, ON

Feb. 2024 – Present

- Greet 30+ customers promptly each shift to gather prescription information while adhering to confidentiality and privacy requirements
- Prepare and submit prescription orders, accurately filing completed documentation
- Coordinate incoming faxes and calls, referring to pharmacist when necessary
- Efficiently count, measure, package and label prescriptions as per pharmacy standards

Pharmacy Aide

Apollo Pharmacy, Uttar Pradesh, India

Aug. 2022 – Nov. 2023

- Assisted the pharmacist with dispensing drugs according to issued prescriptions ensuring proper item, dosage, and quantity for each patient
- counselled patients on potential risks associated with medicines, answering questions and addressing any concerns
- Prepared and processes bills by cash or computer with accuracy
- Oversee stock and inventory management, ensuring availability, proper storage and security of drugs and medicine

Volunteer Work

Clean-up the Campus Community Project

Algonquin College, Ottawa ON

April 2024

- Participated in a student community project to clean up the campus during Earth Week, collaborating in a team of 10 to improve the college greenspaces and walkways
- Used appropriate protective gear and equipment, properly disposing of waste according to campus and city regulations