

DELLA REED

WORK HISTORY

Team Leader, 01/2021 to Present

Envigo / Inotiv

- Acting as Operations Supervisor beginning 11/2022 to present
- Train and onboard new team members on all processes and documentation, keeping animal welfare a priority
- Perform routine review of team member's work, provide feedback, and retrain as necessary
- Conduct reviews of colony KPIs and coach team members to remain, meet, and exceed standard
- Review and maintain all necessary records
- Provide schedules and guidance for Animal Care Technicians and Production Support and Services personnel
- Collaborate with other departments such as Quality Assurance, Customer Service, and Health and Safety to remain in compliance and meet customer requests
- Communicate with leadership to ensure the success of the facility
- Investigate and resolve customer complaints
- Schedule team shifts and work assignments
- Assist leadership in quality, IACUC, and safety audits
- Oversee up to 2 Contract Breeding Services (CBS) projects

Animal Care Technician, 09/2015 to 01/2021

Envigo / Inotiv

- Performed animal checks, weaned, culled, mated, fed, and cleaned in assigned rodent isolators
- Collected samples for genetic monitoring
- Set up and boxed orders for customers, ensuring all animals shipped were free of abnormalities and within weight and age ranges
- Made decisions to cull animals from the colony when needed
- Maintained and filed all necessary records
- Communicated with leadership the status of assigned colonies and any concerns, asking for advice as needed

Customer Service Representative, DATES

COMPANY

- Scheduled team assignments
- Reviewed and maintained necessary paperwork
- Investigated and resolved customer complaints
- ADD OTHER RESPONSIBILITIES

Produce Stocker / Cashier, DATES

COMPANY

- Communicated with and assisted customers
- Stock shelves, ensuring only quality products were available for sale
- Handled money and balanced cash drawer at the end of the shift

CONTACT

Address: Greenwood, IN

Phone: (317) 993-0601

Email: dellaat000@yahoo.com

EDUCATION

High School Diploma- Penn Foster High School