

# Jonathan Hail

## Compounder I, Bulk Solution Manufacturing

📞 803-555-2716 ✉ jonathan.hail@example.com

🌐 linkedin.com/example/jonathanhail 📍 Columbia, SC 29205

### STRENGTHS

- ✔ **Batch Accuracy**  
Checked material identity, quantities, calculations, and sequence details before additions. That pause prevented avoidable record corrections.
- 🧪 **Cleanroom Readiness**  
Kept tanks, tools, lines, and work areas ready between campaigns. Operators noticed when handoffs started smoothly.
- 👥 **Production Coordination**  
Balanced tank use, staging, changeovers, and filling needs across busy shifts. Clear updates helped peers plan confidently.
- ♥ **Record Review**  
Reviewed signatures, traceability, and calculations before quality routing. Catching small gaps early became a trusted habit.
- 💡 **Independent Judgment**  
Worked from written instructions and escalated discrepancies before batch entry. That practical discipline protected production flow.

### SKILLS

Batch Compounding  
Raw Material Weighing cGMP  
Equipment Cleaning  
Solution Preparation  
Filter Preparation Filling Support  
Line Changeover Batch Records  
Documentation Review  
ERP Transactions Microsoft Excel  
Microsoft Outlook  
Tank Scheduling Production Math

### SUMMARY

Manufacturing compounder with 3 years and 10 months supporting regulated batch production, **raw material staging, component weighing, solution preparation**, filter setup, filling operations, line changeovers, and controlled area cleaning. Hands on work includes cGMP documentation, batch record review, material reconciliation, production math, tank coordination, and ERP transactions. Comfortable using Microsoft Excel, Outlook, web based applications, and production systems while maintaining accurate traceability. Works independently during time sensitive shifts and communicates clearly with operators, quality staff, filling teams, and incoming personnel. Strong reading comprehension supports accurate interpretation of batch instructions and production records. Brings steady attention to **clean work areas**, safe equipment readiness, accurate documentation, and reliable production handoffs across evening and weekend operations.

### EXPERIENCE

#### Compounding Technician, Regulated Batch Production

Upstate Sterile Products 📅 January 2025 - Present 📍 Columbia, SC

Supports controlled liquid manufacturing from weighed material staging through **batch compounding**, transfer preparation, filling readiness, record review, and shift handoff. Works with operators, quality staff, and filling teams while balancing multiple production needs and maintaining clean, inspection ready areas.

- Verified weighed materials against **batch instructions** before controlled liquid additions.
- Prepared transfer lines and filters, then confirmed **filling** readiness with operators.
- Cleaned equipment and **production areas** under cGMP procedures between product campaigns.
- Entered **ERP transactions** and reconciled tank status using **Microsoft Excel** trackers.
- Reviewed batch records for signatures, calculations, traceability, and sequence completeness.
- Supported line changeovers by clearing materials and staging approved components.
- Communicated equipment constraints clearly during evening and weekend shift handoffs.

#### Manufacturing Operator, Process Production

Carolina Process Solutions 📅 November 2022 - December 2024 📍 Sumter, SC

Supported **process manufacturing** for blended liquid products, handling material measurement, mixing, transfer, cleanup, **production documentation**, shared tank coordination, and shift communication. Built practical judgment through independent checks, timely escalation, and close teamwork across overlapping production and packaging schedules.

- Operated mixing and transfer processes from written production instructions.
- Calculated material quantities and verified measurements before batch entry.
- Cleaned tanks, utensils, transfer components, and assigned **production areas**.
- Recorded material usage, equipment status, and production activity for **traceability**.
- Coordinated shared tanks and staging areas across overlapping schedules.
- Used **Outlook** and web based training systems for **shift communication**.
- Tracked daily work with basic spreadsheets and production reference tools.

### PROJECTS

#### Controlled Solution Line Readiness 📅 2025

Supported a recurring readiness effort that connected filter preparation, transfer line setup, tank status checks, and filling communication. Clear handoffs helped keep scheduled batches moving through changeovers.

#### Batch Record Accuracy Review 📅 2024

Applied a focused review routine for signatures, calculations, material traceability, and sequence completion. Early discrepancy identification gave supervisors cleaner records for quality review.

LANGUAGES

|         |              |
|---------|--------------|
| English | Native       |
| Spanish | Intermediate |

MY CAREER



- Compounding Technician, Regulated Batch Production at Upstate Sterile Products (1.7 Years)
- Manufacturing Operator, Process Production at Carolina Process Solutions (2.1 Years)

LEADERSHIP & AWARDS

- Recognized by production peers for dependable shift handoffs and clear communication during shared equipment scheduling.
- Selected for trusted batch record review based on accurate calculations, traceability checks, and consistent documentation quality.
- Maintained reliable production support during evening and weekend operations, with supervisors relying on organized area readiness.

EDUCATION

Associate of Applied Science in Manufacturing Technology  
Midlands Technical College 🎓 GPA: 3.5 📅 2022 📍 Columbia, SC  
*Coursework: Production systems, industrial safety, process control, technical mathematics*

CERTIFICATIONS

- cGMP Fundamentals Certificate 📅 2026
- OSHA 10 Hour General Industry 📅 2025

TECHNICAL SKILLS

- **Batch Manufacturing:** Batch compounding, raw material weighing, solution preparation
- **Production Operations:** Filling support, line changeover, tank coordination
- **Clean Area Practices:** Equipment cleaning, production area cleaning, controlled areas
- **Quality Systems:** cGMP, batch records, traceability
- **Documentation Tools:** Production records, controlled records, record review
- **Enterprise Systems:** ERPLx, ERP transactions, material transactions
- **Microsoft Applications:** Microsoft Excel, Microsoft Outlook, web based applications
- **Material Control:** Material staging, material reconciliation, lot identity
- **Process Equipment:** Tanks, transfer lines, filters
- **Production Mathematics:** Quantity calculations, measurement verification, production math
- **Communication Methods:** Shift communication, written communication, verbal communication
- **Workplace Safety:** OSHA 10 Hour General Industry, safe work practices, area readiness

PROFESSIONAL AFFILIATIONS

- Manufacturing operations teams, supporting safe production, accurate records, and dependable collaboration across shifts.
- Quality and filling partners, building shared accountability through clear readiness checks and timely issue communication.

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST