



# Jessica Thompson

R&D Data Analyst

📞 (312) 555-6743 ✉️ jessica.thompson@example.com

🌐 linkedin.com/in/jessicathompson 📍 452 Willow Creek Rd, Barrington, IL 60010

## STRENGTHS

- Analytical Thinking**  
Analyzed diverse data sets quickly to identify food safety issues, instrumental in enhancing compliance performance.
- Effective Communication**  
Demonstrated strong verbal and written communication skills, consistently aligning project goals among various stakeholders.
- Project Management**  
Streamlined workflow processes, resulting in efficient project completion timelines and transparent documentation.
- Team Collaboration**  
Fostered open dialogues between team members, significantly improving alignment on food safety expectations.
- Attention to Detail**  
Ensured meticulous attention when documenting project statuses that upheld compliance integrity and accuracy.

## SKILLS

- Food Safety Analysis
- Specification Systems
- Microsoft Excel
- Verbal Communication
- Project Management
- Allergen Management
- Quality Control
- Regulatory Compliance
- Data Analysis   Collaboration Skills
- Documentation Control
- Ingredient Assessment

## SUMMARY

Detail-oriented R&D Data Analyst dedicated to food safety compliance and ongoing quality assurance. Over two years of experience analyzing food ingredients, ensuring adherence to regulatory standards. Proficient in Microsoft Excel, facilitating accurate project tracking and reporting. Known for effective collaboration with cross-functional teams in tackling allergen management initiatives. Focused on maintaining high documentation standards while working efficiently in fast-paced environments. Excited about contributing innovative solutions to drive success and enhance safety protocols in product development, making a positive impact within the organization.

## EXPERIENCE

### R&D Data Analyst

Food Innovations Group 📅 June 2021 - Present 📍 Barrington, IL

In current role as an R&D Data Analyst, diligent in conducting ingredient assessments that ensure safety compliance across biological, physical, and chemical hazards. Expertly manage specification systems, facilitating the smooth progression of projects. Foster teamwork by collaborating effectively with colleagues to align on safety standards, updates, and communications. Place utmost importance on precise documentation of findings to adhere rigorously to regulations and enhance traceability.

- Conduct detailed reviews of food ingredients to evaluate compliance with safety regulations.
- Utilize specification systems for monitoring and documenting project advancements effectively.
- Collaborate with team members to ensure precise communication regarding safety standards.
- Maintain detailed documentation of food safety analyses and specifications for regulatory compliance.

### Junior R&D Analyst

Health & Safety Solutions 📅 January 2020 - May 2021 📍 Barrington, IL

Supported senior analysts in assessing food safety through ingredient analysis focused on creating and following safety protocols. Developed practical skills with specification tracking systems that helped facilitate seamless project management efforts. Participated actively in team collaborations, addressing challenges related to food safety with innovative suggestions.

- Contributed to ingredient analysis for food safety, supporting protocol and specification development.
- Gained hands-on experience with specification tracking systems to enhance project fluidity.
- Engaged regularly in teamwork discussions on food safety challenges and proposed proactive solutions.

## LEADERSHIP & AWARDS

- Recognized Employee of the Month at Food Innovations Group for outstanding contributions to food safety compliance reporting.
- Led a successful allergen management initiative that improved safety protocols within manufacturing processes.

## EDUCATION

### Bachelor's Degree in Food Science

University of Illinois 🎓 GPA: 3.6 📅 2019 📍 Champaign, IL

**Coursework:** Food Safety Regulations, Ingredient Analysis, Quality Assurance Principles, Statistical Methods in Food Safety

Problem Solving Safety Protocols

Research Skills

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● R&D Data Analyst at Food Innovations Group (4.9 Years)

● Junior R&D Analyst at Health & Safety Solutions (1.3 Years)

## CERTIFICATIONS

- HACCP Certification 📅 2020

## TECHNICAL SKILLS

- **Specification Tools:** TrackWise, MasterControl, LabArchives
- **Data Analysis Software:** SAS, MATLAB, R
- **Office Software:** Microsoft Office Suite, Google Workspace, Slack
- **Food Safety Standards:** FDA Guidelines, ISO 22000, GFSI Standards
- **Statistical Methods:** ANOVA, Regression Analysis, Histograms
- **Communication Platforms:** Zoom, Microsoft Teams, Trello
- **Project Management Tools:** Asana, Jira, Basecamp
- **Document Management Systems:** SharePoint, Confluence, Dropbox
- **Quality Assurance Methods:** Root Cause Analysis, 5 Whys, Fishbone Diagram
- **Technical Writing:** Standard Operating Procedures, Technical Reports, Research Papers

## PROFESSIONAL AFFILIATIONS

- Member of the Institute of Food Technologists (IFT), contributing insights on food safety practices.
- Volunteer with local food banks to aid in food safety education and awareness efforts.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST