

# Rhea Farooq

## Senior Bioinformatics Specialist

☎ (312) 555-4821

✉ rhea\_farooq@example.com

🌐 linkedin.com/example/rheafarooq

📍 Chicago, IL 60601

## STRENGTHS

- ♥ **Quality documentation**  
Improved reporting records and process controls during bioinformatics operations, giving stakeholders clearer information for decisions.
- 🔍 **Analytical review**  
Reviewed information with Python and R methods, then clarified findings when teams faced uncertain operational details.
- 🗣️ **Stakeholder communication**  
Collaborated on issue resolution through concise updates and practical follow up, becoming a dependable contact for questions.
- ⚙️ **Process improvement**  
Supported workflow changes through monitoring and documented recommendations; small adjustments made daily execution smoother for colleagues.
- 🏢 **Operational organization**  
Maintained required records across recurring activities, helping teams find accurate information when review deadlines arrived.

## SKILLS

Bioinformatics   Genomics   Python  
R   Linux HPC   Nextflow  
Public health data   Documentation  
Process monitoring  
Quality reviews  
Operational improvement  
Analytical skills   Communication  
Organization  
Established processes

## SUMMARY

Bioinformatics professional with five years supporting accurate analysis, documentation, quality reviews, **process monitoring**, and operational improvement. Current work includes bioinformatics activities, reporting workflows, record maintenance, process controls, and stakeholder collaboration within established procedures. Earlier experience strengthened analytical review, domain methods, software use, communication, and daily operational support. Familiarity with genomics, Python, R, **Linux HPC**, Nextflow, and **public health data** supports reliable work across structured technical environments. Careful documentation and organized follow through help teams resolve issues, maintain **required records**, and make informed operational decisions. Collaborative work with stakeholders has improved reporting accuracy and supported continuous improvement. This background can contribute dependable analysis, clear records, quality focused execution, and practical process support within a public health bioinformatics operation.

## EXPERIENCE

### Bioinformatics Specialist

Northstar Operations Group 📅 January 2024 - Present 📍 Chicago, IL

Supports bioinformatics activities, documentation, reporting, quality standards, record control, stakeholder needs, and continuous improvement across established operational workflows.

- Managed **bioinformatics** activities through established procedures and quality standards for dependable operational support.
- Improved documentation practices and reporting workflows, giving **stakeholders** clearer information for operational decisions.
- Analyzed bioinformatics information with **Python** and R methods to support accurate process reviews.
- Maintained required records and process controls across **genomics** and **public health data** workflows.
- Collaborated with stakeholders on issue resolution, improving follow through across operational activities.
- Supported continuous improvement initiatives through process monitoring, **quality reviews**, and documented recommendations.

### Professional Services Analyst

Northstar Operations Group 📅 January 2022 - December 2023 📍 Chicago, IL

Supported daily operational requirements through reporting, documentation, information review, domain methods, software tools, stakeholder communication, and process improvement initiatives.

- Supported daily operational requirements through organized workflows and established service **procedures**.
- Prepared reports and documentation that gave stakeholders consistent records for routine decisions.
- Applied domain methods and software tools during structured information review activities.
- Reviewed information for accuracy, helping preserve dependable records across operational processes.
- Assisted process improvement efforts by identifying workflow issues and documenting practical changes.
- Communicated findings to stakeholders through concise reports and clear follow up.

## PROJECTS

### Genomics Workflow Review 📅 2024

Reviewed a genomics workflow through Python, R, Linux HPC, and Nextflow concepts, connecting documentation quality with reliable analytical operations.

### Public Health Data Process 📅 2023

Organized public health data review activities around process monitoring, quality checks, records, and stakeholder communication.

LANGUAGES

|         |              |
|---------|--------------|
| English | Native       |
| French  | Intermediate |

MY CAREER



- Bioinformatics Specialist at Northstar Operations Group (2.7 Years)
- Professional Services Analyst at Northstar Operations Group (1.9 Years)

LEADERSHIP & AWARDS

- Received professional recognition for dependable documentation and accurate operational reporting.
- Recognized by peers for clear stakeholder communication during issue review and process improvement work.
- Provided leadership through consistent record control, quality review, and practical workflow support.

EDUCATION

**Bachelor's Degree in Bioinformatics**  
University Program 🎓 GPA: 3.5 📅 2021 📍 Chicago, IL  
*Coursework: Genomics, Python programming, R programming, public health data*

CERTIFICATIONS

- Python for Bioinformatics 📅 2024
- Public Health Data Analysis 📅 2023

TECHNICAL SKILLS

- **Bioinformatics:** Genomics, sequence analysis, bioinformatics workflows
- **Programming Languages:** Python, R, scripting
- **High Performance Computing:** Linux HPC, cluster computing, batch processing
- **Workflow Systems:** Nextflow, workflow orchestration, pipeline execution
- **Data Analysis:** Public health data, statistical analysis, data review
- **Documentation Systems:** Technical documentation, reporting, record control
- **Quality Management:** Quality standards, quality reviews, process controls
- **Process Operations:** Process monitoring, established procedures, operational workflows
- **Data Management:** Data organization, information accuracy, required records
- **Stakeholder Tools:** Status reporting, issue tracking, stakeholder communication

PROFESSIONAL AFFILIATIONS

- Bioinformatics professional community participant focused on genomics, analysis, and shared operational practices.
- Public health data collaborator supporting organized communication, quality records, and responsible analytical workflows.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST