

Resume

Personal Information

Name: **Jie Zhou** Gender: Female
Date of Birth: 1984/03/06 Work Experience: **4+ years**
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Current address: 401 East 32nd Street Apt 702, Chicago, IL 60616

Self Assessment

Four years work experience in Procter & Gamble Beijing technical center. Well-prepared for positions with keen competition and challenges. Great ownership and agility. Able to organize, analyze and execute with high quality. Able to build meaningful relationship by connecting and cooperating with people from different background.

Education

2010/08-Present Illinois Institute of Technology. USA. Materials Science and Engineering, Master of Science
GPA **4.0/4.0**; Expected graduation date: **August 2012**

2002/09-2006/07 Beijing University of Technology. China. Materials Science and Engineering, Bachelor of Engineering
GPA 3.78/4.0; Ranking top 2%

Academic Awards

1. 08/2011-Current FIERF fellowship (forging industry educational & research foundation)
2. 11/2005 Excellent leader of student community, College level
3. 09/2002 - 07/2006 University scholarships in every semester, University level

Researches

1. 01/2011-present Study of defects closure in large open-die forgings using experimental and finite element methods
2. 01/2006- 05/2006 Development of cube textured NiW alloy rolling assisted biaxially textured substrates (RABiTS) using melting metallurgy for coated superconductor
3. 01/2005-05/2006 Silica antireflective films on glass produced by the sol-gel method

Work Experience

2009/06 - 2010/07 P&G Tech. (Beijing) | Product Safety and Regulatory Affairs (PS&RA) | Senior Researcher

2006/05 - 2009/05 Procter & Gamble Tech. (Beijing) | Product Safety and Regulatory Affairs (PS&RA) | Researcher

Main responsibilities:

1. Raw material data manager for the Asia skin care business. Responsible for connecting with raw materials' suppliers to acquire regulatory and safety related raw materials information and building / maintaining databases.
2. Manager of skin care product registration in Asia. Prepared and facilitated all technical dossiers (including formula statement, certificate of analysis, stability summary, etc) for submission to the government.
3. Owner of PS&RA project request clearance system. In charge of reviewing and coordinating fabric care and snacks categories' market roll-out requests.
4. Trainer of project request clearance system. Provide training to new users. Also provide regular PS&RA introduction training to other departments' new hires.

Main project experiences

1. 2009/07 – 2010/07: Asia Beauty Care raw material data manager

The company needs complete and accurate raw material data to enable multi-stream innovation and assure regulatory/safety compliance at earlier stage of every project. As a Data Manager for Asia skin care business, my responsibilities included collecting raw materials data collection through effective communication with the company's

suppliers, building reliable and updated raw materials database after data validation, enabling supplier documents and structured data in global databases/tools. I reviewed over 90% of the outdated data in old system and made sure all projects used correct information for future initiatives, which was especially important for business in China where the government might check the correctness of the raw material information during in-market surveillance.

2. 2006/07 – 2010/07: Internal regulation & safety clearance system efficiency improvement

P&G has an internal clearance system to ensure the company's products exposed to consumers are safe to human and the environment and in compliance with applicable local regulatory. The system act as an indispensable guard of the business, however, there were redundancies in the clearance processes, which requires unnecessary time and efforts in many circumstances. As the system owner in Fabric & Home Care and Food & Beverage business units, I identified the needs to improve the efficiency and led to develop a Standard Operate Procedure to include to appropriate "filters" so that some kind of requests can be exempted from full clearance process. I also provided handbook and regular classroom training for system users to make sure they follow the procedure properly. As a result, I cleared up the main barriers and the system work improved a lot, therefore PS&RA are able to provide expedited support to business projects.

3. 2008/07-2009/07: Asia Olay Skin Care product registration manager

As registration manager responsible for Asia skin care business, I work closely with global R&D personnel and each market country's regulatory managers to prepare all technical dossiers and ensure the timely submission to make sure smooth product launch. I was in charge of several big boutiques under Olay brand in both China and ASEAN countries and make multiple contributions on key initiative registrations. I also made successful preparation for all government supervision on the in-market products.

4. 2006/10 - 2007/05: GHS regulation monitoring and strategy developing in Asia (excluding Japan)

GHS is the Globally Harmonized System for Classification and Labeling of Chemicals [and chemical products]. 2008 is the Unite Nation suggested international goal for implementation. To avoid this becoming a significant issue for the business in the near future, this project closely monitors the progress of GHS implementation in Asia. As the leader of this project, I studied GHS regulation and gathered information through intensive investigations from multiple resources both internal and externally. I provided regular reports with my assessments of GHS's impact on business and also proposed next steps. As a result, company is aware of the GHS progress and thus can outline a compliance strategy in place to meet its implementation across Asia.

Miscellaneous Information

Good at Windows system and good at Office software (Excel, PowerPoint, Word);

Familiar with finite element softwares (Visual FEA, FORGE);

Able to use mathematics tools (Maple, Mathematica) and engineering drawing tools (AutoCAD, Pro-Engineering).