

JORDAN HARVIE

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- Education -

University of Strathclyde, Glasgow

2008 – 2009

MSc Environmental Health (with Merit)

University of Strathclyde, Glasgow

2002 – 2006

BSc (Hons) Microbiology and Immunology

-Key Skills -

- Highly driven and focused
- Consistent and determined attitude to problem solving
- Excels in challenging environments
- Excellent interpersonal and communication skills
- Strong organisational skills
- Can-do attitude

-Relevant experience -

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
Technical Sales Manager	Actual Analytics	01 Nov '24 - present	Leith,, Edinburgh
Operations Manager	Actual Analytics	10 Mar 2024 - 01 Nov 2024	Leith, Edinburgh

Employed as the operations manager it has been my task to take over the day to day operational running of the organisation. This includes but is not limited to procurement, manufacturing, quality systems, sales, product improvement / commercialisation and new product realisation.

-Standout Achievements in role-

- Exceeding previous years total sales in eight months.
- Implemented QMS allowing application for regulatory compliance
- Promoted to Product architect
- Tied together a disparate workforce, and loose organisational structure providing the tools and the architecture allowing the organisation to focus and plan for growth and increased funding.

-For more detail on experience please refer to supplementary table attached-

-Most recent Role(s)-

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
Quality Officer	ILC therapeutics	Jul '23 - present	BioCity, Newhouse

As quality officer I had overall responsibility for the quality and business management systems. Charged with the procurement, configuration and installation of the AI powered eQMS (DotCompliance). Completed within 16 weeks. As QA officer I was tasked with instilling a culture of quality at all levels of the organisation, with a bulk of staff from an academic institutional background. As QA officer I maintained and improved existing systems whilst developing new elements as required. As QA officer I was responsible for training employees on principles and practices of process excellence and continuous improvement with a focus on good clinical practice.

-Standout Achievement in role-

- Sourcing, procuring, configuring and installing an entire eQMS (DotCompliance) in a period of 16 weeks.

Feb '23 - Jul '23

**career break for a period of five months Feb 2023 - Jul. 2023 due to health and well being*

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
Project / operations Manager (Temporary troubleshooting role)	Sampled (Roylance stability services)	Jan '22 - Jun '22	BioCity, Newhouse

As project manager I was hired on a temporary basis in a crisis management capacity - the organisation lost a number of key staff and a steady influence was required to see the completion of three distinct projects. I was the lead UK based contact for the shipping and transfer of the necessary laboratory equipment from the US lab to the UK site.

-Standout Achievement in role-

- The installation and operational qualification of a bespoke DNA extraction, qPCR, pbMNC producing laboratory
- Successful transfer of laboratory equipment from US to UK.
- The IQ/OQ of a specialised 10,000ft refrigerated warehouse
- The design and upgrade of purpose built office environment.
- Each project was completed on time and within budget.

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
QA Manager	TechniVal Ltd.	May '19 – Jan '22 Jun '22 - Feb '23	Chapelhall, Motherwell
QA Manager	Clyde Biosciences	Mar '18 - Feb '21	BioCity, Newhouse

As quality assurance manager I had overall responsibility for the quality and business management systems. Maintaining and improving existing systems and developing new elements as required. The QA manager is responsible for training employees on principles and practices of process excellence and continuous improvement, as well as GLP and ISO requirements.

It was the quality manager's charge to collaborate with stakeholders to design and implement solutions to improve efficiency, to ensure compliance with GLP, cGMP and ISO standards, to lead implementation of CAPA process and culture. I have taken an active lead in the development and support of continuous improvement programs at both organisations and successfully navigated regulatory and client audits with positive outcomes in all cases.

-Select achievements in roles-

- Designed and implemented a quality management system from scratch in 12 weeks (Clyde)
- Oversaw the successful upgrading of laboratory infrastructure (Clyde)
- Upgraded QMS and readied organisation for transition to UKAS ISO17025:2017 (TechniVal)

-Previous Role(s)-

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
Laboratory operations Manager	Precious cells / Pharmacells	Aug '14 – Mar '18	BioCity, Newhouse
Acting quality manager (Designated individual)	Precious cells / Pharmacells	Jun '15 - Mar '16	BioCity, Newhouse

As Laboratory operations manager I had overall responsibility for all aspects of processing, manufacturing procurement and supply chain within the organisation. The laboratory manager was accountable for the annual budget of the lab.

As the designated individual I was charged with ensuring the requirements of the Human Tissue Act were met by the organisation. The DI is the person under whose supervision the licensed activity is authorised to be carried out. They have the primary (legal) responsibility under Section 18 of the Human Tissue Act

-Select achievements in role:-

- Successful development, implementation and validation cord blood and cord tissue processing infrastructure.
- Achieving regulatory approval (HTA) and governing body accreditation (FACT NetCord) for cord blood processing and listing for transplantation.
- Responsible for the successful completion of two separate regulatory audits over two separate licences simultaneously.

-Other relevant experience -

<u>Job Title</u>	<u>Employer</u>	<u>Date</u>	<u>Location</u>
Quality control Microbiologist	BioReliance (BioReliance by SAFC)	Sep '10 – Aug '14	Todd Campus, Glasgow

-Select achievements in role:-

- Special commendation for frontline role in the development and implementation of laboratory information management system (LabWare LIMS®) for environmental monitoring within the manufacturing division.
- Achieved subject matter expert status in a variety of microbiological techniques.

-Previous employment-

<u>Dates</u>	<u>Job Title</u>	<u>Employer</u>	<u>Location</u>
2008 – 2009	Microbiology Technician	GlaxoSmithKline	Irvine, Ayrshire
2001 – 2008	Various part time roles	Farmfoods, CF Nash, CO-OP, Heraghty's Bar, Sainsbury's	Various, Glasgow

- Other –

- I have a full clean UK driving licence and a willingness to travel as and when required
- I am computer literate with basic programming experience and a strong working knowledge of Bartender®, DotCompliance®, QPulse®, Microsoft office® and Google® packages
- Recently appointed as artificial intelligence SME for the Scottish Life Science Association Special interest group on Quality
- Active volunteer - Barnardos & Launch (<https://www.launchfoods.org/what-we-do>)
- Trustee of a community based football charity 'Jinky Volta' <https://brand.page/JinkyVolta>

- References -

- Available on request

