Ramona Denton

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Objective

Experienced labeling professional seeking a remote position related to medical device labeling, Instructions for Use (IFUs), and documentation.

Summary of Skills

- Detail oriented
- Able to manage mutliple projects and overlapping deadlines
- Self-motivated; able to work independently and in a team
- Technical Writing, Editing, and Proofreading, Content Management
- Business Software Highlights: Windows OS, Mac OS, Microsoft Office, Adobe Acrobat Pro, Adobe Illustrator, Adobe InDesign, Bartender.

Qualifications Profile

Innovative Leader with advanced expertise in Technical Writing, Editing, Proofreading, Labeling, and Medical Devices.

- 16 years in regulatory labeling for medical devices & bioprocessing
- 12 years experience with technical writing (creating & maintaining Instructions for Use for medical devices)
- 2 years as global regulatory labeling manager
- Positive "can-do" attitude
- Able to learn new skills and software quickly
- Effective team player & collaborator
- Excellent communicator (written, verbal, and visual)
- Proven track record at problem solving & process improvement

EXPERIENCE (EXTENDED WORK HISTORY)

Hologic Corporation (Contractor for **TEKSystems**)   (100% remote) Nixa, MO
Technical Writer I / Labeling Specilist   July 2023 – Current
Updated medical device manuals, instructions for use, and labels.
Organized and tracked projects for surgical division.

uSERP.io   (100% remote) Nixa, MO
Contract Editor   September 2022 – November 2022
- Edit guest posts.

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Smart Blogger

(100% remote) Nixa, MO

Freelance Writer   **October 2022 – December 2022**

- Write and edit blog posts.

Smart Blogger

(100% remote) Nixa, MO

Associate Editor   **April 2022 - October 2022**

- Work with senior editors and freelance writers to publish blog posts.
- Perform SEO keyword research
- Create content briefs
- Plan, write, and edit blog posts

Repligen Corporation

(80% remote) Waltham, Massachusetts

Regulatory Labeling Manager   January 2020 – March 2022

Managed labeling development and production process for a growing number of global sites.

- Designed, created, and edited label templates using BarTender label management software.
- Established global standards for label design and development.
- Provided technical writing to create and improve procedures and work instructions.

HYCOR Biomedical

(100% on-site) Garden Grove, California

Operations Labeling Lead   April 2018 – January 2020

Coordinated labeling projects for IVD medical devices.

- Designed, created, and edited label templates using EasyLabel and BarTender label management software, and database- and scripting-based content management systems.
- Provided technical writing to create and improve procedures and work instructions.
- Created FDA-compliant UDI (Unique Device Identifier) information for labels, including human- and machine-readable (barcode) elements, and FDA GUDID (Global UDI Database) registration.
- Supported Operations teams by automating workflow with VBA Macros, e.g. creating time-saving "one-click" procedures for document change control tasks and email notifications.

H&R Block

Springfield, Missouri

Senior Tax Specialist   **November 2017 – March 2018**

- Prepared tax returns for clients.

Solo World Travel   2011 – 2016

- Traveled to all 50 States and 100+ nations by motorcycle, car, bus, train, airplane and cruise ship
- A positive, "can-do" attitude
- Appreciation for different cultures and viewpoints
- Communication
- Music and Performance (singing, playing piano, guitar, and ukelele)
- Planning
- Problem Solving
- Self Determination
- Teamwork

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Siemens Healthcare Diagnostics   Los Angeles, California

Programmer / Analyst II and III   January 2008 – December 2009
- Trained and supported the new Translation and Global Changes Coordinator.
- Shared macro automation strategies with offshore counterparts.
- Coordinated global IFU changes in 15 languages.
- Updated company name, logos and addresses 4 times in 3 years resulting in 60,000 total document changes.
- Designed method for proofreading and approval of global changes that reduced time required per complete change from several months to a few weeks.

Project Leader / Senior Programmer   April 2006 – December 2007
- Provided leadership as groups from three companies merged into one labeling team.
- Automated creation, revision, and review of Instructions for Use in 15 languages.
- Coordinated translations and global projects.
- Generated $250-300K of translation value using VBA macros within a $20K budget.
- Composed software documentation/user manual for VBA macro procedures.

Washington Mutual Bank   Irvine, California

Documentation Specialist 2   September 2005 – March 2006
- Organized and published Email and Web updates to mortgage rates and discount programs in a team environment.
- Extensive formatting and hyperlinking with Adobe Acrobat Pro.
- Content Management with Excel, SharePoint and RoboHelp.

Diagnostic Products Corporation   Los Angeles, California

Senior Labeling Specialist   January 2002 – September 2005
Senior Programmer
- Automated creation, revision, and review of Instructions for Use in 15 languages.
- Coordinated translations and global projects.
- Reviewed and approved product labels.
- Improved Standard Operating Procedures.
- Created VBA macro to open, revise, and save files without further user intervention, enabling the rapid revision of hundreds of documents daily.
- Saved team 2 hours per new multi-language insert created, using macros to create Instructions for Use from pre-translated list.

Desktop Publishing Coordinator   September 1996 – December 2001
Translation Coordinator
- Wrote, edited, and proofread Instructions for Use in English.
- Coordinated with European affiliates to assemble IFUs in five European languages.
- Researched scripting and content management system options in preparation for adding translations, created first multi-language document.
- Made $10K labeling budget perform like $100K by using pre-translated global text in IFUs, purchasing only rush translations when needed.

- Saved 15 hours monthly by streamlining review and approval paperwork, accomplishing a 5-minute task in 10-20 seconds.

Sierra Madre Congregational Church
Sierra Madre, California

Church Printer
January 1987 – September 1996

- Organized and produced printed materials.
- Operated and maintained printing and finishing equipment.
- Inventoried and ordered printing supplies.
- Assisted staff with proofreading, graphic design and desktop publishing.

Diagnostic Products Corporation
Los Angeles, California

Print Shop Supervisor
January 1985 – December 1986

- Trained and supervised Print Shop personnel.
- Organized, inventoried and produced printed materials.
- Operated and maintained printing equipment, high-speed photocopier, dark room and dark room equipment.
- Streamlined initial quality check and inventory control for IFUs, by implementing a quality checking procedure, that included document review, shrink-wrapping and labeling in packs of 50.

Print Shop
July 1981 – December 1984

- Organized, inventoried and produced printed materials.
- Operated and maintained printing equipment, high-speed photocopier, dark room and dark room equipment.
- Reduced cost of printing colored covers for Instructions for Use (IFUs), by pre-printing color-coded cover "blanks" and adding the document title on demand, when the body of the document was printed on a high-speed photo copier.
- Reduced the number of covers needed in stock to only 5 types of covers, one for each product line, instead of over 100 different covers, one for each product.

[Complete Work History (online resume)](#)

EDUCATION

Associate of Arts Degree Candidate
[Pasadena City College](#)
Pasadena, California
Major: English and German
32 Semester Units completed

Bachelor of Science Degree Candidate
[California Polytechnic State University](#)
San Luis Obispo, California
Major: Graphic Communications
47 Quarter Units completed

ONLINE RESOURECES

Online Resume (including complete work history)

- https://www.ramonaspages.com/resume/

Writing Samples

- https://www.ramonaspages.com/samples/