

# Hector L. Rodrigues

Pharmacist graduated at Universidade Nove de Julho, currently working for almost one year as Regulatory Affairs Analyst at Grupo Soluto, in the area of logistics and transport of Healthcare products, audits, Standard Operating Procedure development and Quality Management System Control.

2 years of experience at the Pharmaceutical Industry as Jr. Quality Assurance Analyst, most specifically within decommissioning of SDLC equipments and systems and GMP Records Management area. Always willing to acquire new knowledges and learn new functions. Proactive and always willing to help my co-workers with every type of activities.

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## CAREER SUMMARY

- **REGULATORY AFFAIRS ANALYST**

SOLUTO GROUP - REGULATORY SOLUTIONS | MAY/2023 - Present Day

Responsible for analyzing loads of products regulated by Anvisa preparing and conducting supplier requalification audits; development of Standard Operating Procedures; providing trainings related to Quality Management System and Anvisa standards; solving prosthesis warranty exchange processes; customer qualification. organizing and management of Sharepoint and stored documents within the platform.

- **JUNIOR QUALITY ASSURANCE ANALYST**

MSD | NOV/2020 - APR/2023

Responsible for the decommissioning of GMP systems, equipment and machinery in the pharmaceutical industry; evaluation, storage, organization and preparation of inventories of the GMP documentation generated in several sectors of the Industry.

- **PHARMACY ASSISTANT**

Uninove University Pharmacy | JUL/2019 - JUL/2020

In charge of assisting the Technical Pharmacist in reading prescriptions, dispensing, medication disposal and organizing the entire pharmacy's inventory.

- **FREELANCER TRANSLATOR**

Neoway Research | JUN/2018 - Present Day

Responsible for translating audio transcripts, interviews and texts related to market research from Portuguese to English.

- **TRAINEE**

Bradesco S.A | FEV/2016 - FEV/2018

Responsible for the area of pre-service, customer service and troubleshooting in areas related to the financial department.

In charge of assisting other employees in various sectors of the agency in their duties.

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- **ADMINISTRATIVE ASSISTANT / MAINTENANCE TECHNICIAN**  
PC Data - Technical assistance | Jul/2015 - JAN/2016  
Responsible for registering customers and maintenance budgets.  
Responsible for performing hardware maintenance and assembling on computers and printers.  
Responsible for formatting computers.
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## **EDUCATIONAL BACKGROUND**

- **POSTGRADUATE DEGREE IN REGULATORY AFFAIRS AND PRODUCT REGISTRATION WITHIN THE SCOPE OF THE NATIONAL HEALTH SURVEILLANCE AGENCY (ANVISA) - MEDICINES AND MEDICAL DEVICES**  
Racine Institute | AUG/2023 - Present Day
- **BACHELOR OF PHARMACY**  
Nove de Julho University | JAN/2018 - DEZ/2021
- **TECHNICAL DEGREE IN COMPUTER SCIENCE**  
ETEC - Professor Horácio Augusto da Silveira | JAN/2013 - JUL/2014
- **HIGH SCHOOL DEGREE**  
ETEC - Professor Horácio Augusto da Silveira | JAN/2012 - DEZ/2014

## **LANGUAGES**

- Portuguese - Native Language
  - English - Advanced
  - Spanish - Intermediate
  - Japanese - Basic
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## **SPECIFIC SKILLS AND KNOWLEDGES**

ISO 9001 - Good Manufacturing Practices - Good Laboratory Practices  
Preparation of technical documentation - Creation and interpretation of SOPs - RDCs Records Management - Inventory Management  
Microsoft PowerPoint - Microsoft Excel - Microsoft Word  
Customer Support - Customer Service - Zendesk - SAP - Audit Performing - SharePoint

## **INTERPERSONAL SKILLS AND KNOWLEDGES**

Quick Learner - Ease to work with public - Teamwork - Proactivity  
Versatility - Leadership - Communication - Analytical ability - Multitasking

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