MICHAEL BENNETT

Clayton, NC | 917-634-6903 | mikebennett452@gmail.com | www.linkedin.com/in/michael-bennett-4b12a8277

Operations and administrative professional with hands-on experience in clinical research support, regulated materials shipping, regulatory documentation, vendor and building management, and IT support. Bachelor's degree in New Media & Digital Design with a minor in Computer Science. Detail-oriented, deadline-driven, and comfortable managing multiple operational responsibilities at once.

SKILLS

Category B Infectious Substance Shipping · Package Receipt & Reconciliation · IRB Regulatory Binder Preparation · Temperature Monitoring & Excel Reporting · Medical Supply & Vendor Procurement · Building Management & Vendor Coordination · IT Technical Support (Scanners, Printers, Chromebooks) · Canva & Graphic Design · Client & Vendor Communications · Data Entry & Documentation

PROFESSIONAL EXPERIENCE

Special Operations | Basil Clinical, Inwood, NY *July 2025 – June 2026*

- Specialized in shipping Category B infectious substances with full regulatory compliance; received, reconciled, and processed 500+ packages annually — from routine daily deliveries to peak days of 38+ packages and palletized freight shipments
- Prepared and maintained IRB-approved regulatory binders across 6+ clinical trials, keeping documentation constantly updated for inspection readiness
- Logged temperatures for 6 temperature-controlled units (2 freezers, 4 refrigerators) in Excel and produced monthly spreadsheet reports ensuring IP remained within the required temperature range; physically checked temp probes to verify battery health
- Provided a mock-up for a design company to bring the company's van vision to life
- Managed 3+ medical vendor relationships to resupply inventory, including medical and cleaning supplies
- Assisted with building management as point of contact for the sprinkler company, fire alarm company, contractors, inspectors, and vendors with large shipments
- Provided IT technical support for a growing staff of 20+ — maintaining scanners, printers, and Chromebook devices on the network — and supported subjects with entertainment devices such as televisions and monitors

Administrative & Design Support Specialist | Courtney Sloane Design, Jersey City, NJ *June 2024 – June 2025*

- Managed client communications and creative briefs for 3+ large clients with budgets exceeding $300K to keep design work aligned with client vision, reviewing floor plans and drawings to catch errors before execution
- Sourced materials that matched style and stayed within budget while overseeing project budgets and vendor pricing, and created presentations for customers, vendors, and contractors to track progress

Event Photographer & Multimedia Specialist | The Headliners Inc., Jersey City, NJ *July 2023 – 2025*

- Captured high-quality event imagery at 5+ different nightclubs with capacities of 100–500 people for corporate clients and professional models, enhancing brand storytelling
- Executed promotional campaigns across social media, SMS, and email to drive audience engagement; supported live event AV setup

Freelance Photographer & Multimedia Specialist | Self-Employed, New York, NY *2023 – Present*

- Reach out to and work with 30+ clients independently, delivering event and editorial photography for celebrities, fashion brands, restaurants, and entrepreneurs, capturing events with 1,000+ people at a time

Insurance Claims Coordinator & Marketing Strategist | Sana Mind Soul, Jersey City, NJ *August 2023 – August 2024*

- Designed and executed marketing campaigns using Canva and Mailchimp to reach a broad client audience
- Reached out to insurance providers for 60 clients, supporting new client onboarding, managing provider communications, and developing financial reports to support business decision-making

EDUCATION

Fordham University, New York, NY — Bachelor of Arts in New Media and Digital Design | Minor in Computer Science (2025)
Alliance University, New York, NY — Associate of Liberal Arts (2023)

CERTIFICATIONS

- **IATA – Shipping of Category A, Infectious Substance Affecting Humans / Category B, Biological Substance** — Mayo Clinic Healthcare London (July 2025 – July 2027)
- **CRIO eSource Training and Certification** — CRIO (July 2025 – July 2027) | Credential ID 31457
- **GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)** — CITI Program (July 2025 – July 2028) | Credential ID 70573624
- **2020 Heartsaver CPR AED** — American Heart Association (December 2025 – December 2027) | Credential ID 266028457044