

Jason Bolton

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Summary

Experienced client-side manager with a demonstrated history of working in pharmaceuticals, data, and various medical industries. Skilled in all aspects of Data manipulation, Clinical Research, Neuroscience, Molecular Biology, and Cell Culture. Strong operations professional with a BMedSc (Hons.)(First Class) and BA International Studies, focused in Neuroscience from university of Technology Sydney.

Skills

- Operations and management
- Exceptional interpersonal communication
- Various BI platform experience with PowerBI, MiPortal, and IMS Analysis Manager
- Data manipulation & Report building.
- Team Building/product knowledge training
- Administrative support
- 10+ years MS Office experience. Mainly focusing on Excel.
- Extensive knowledge in lecturing and demonstrating
Broad Histopathology, Immunology, and Haematology knowledge

Work History

Client Service Executive, 06/2018 to Current

IQVIA Health Data Science – Sydney, NSW

- Build and maintain client deliverables, custom reports, and all data related queries.
- Daily liaising between client, production, data reference, consulting team, and tech teams to achieve all client requests
- Daily use of BI platforms including PowerBI, MiPortal, and IMS Analysis Manager
- Daily use of Microsoft Office, especially Excel
- Demonstrated ability to develop and maintain relationships in a diverse business environment
- Partner with Key Account Managers and clients to derive optimum value from IQVIA products and services by offering expert advice expanding the use of IQVIA deliverables
- Built, established and maintained effective business relationships with clients to proactively support their needs as their day-to-day contact

Assistant Manager, 03/2017 to 03/2018

The Village Inn, Paddington - Sydney, NSW

- Mainly focused on event management and functioning including costs, liaising with clients, all communication between external parties, and ensuring the event runs without interruption
- Licencee General Manager training with over two months experience
- Ensuring the financial model of the business adheres to a strict business model
- Conducting multiple weekly meetings
- Versatile role helping to manage all aspects of the business

Assistant Manager, 10/2016 to 02/2017

The Courthouse Hotel – Cairns, QLD

- Part of a management team responsible for guaranteeing smooth transition of customer service
- Stock control: including ordering, receiving, and performing the company's stock take every month
- Comprehensive knowledge in beer line maintenance involving a number of different cooling systems, as well as the gas systems implemented

- Extremely flexible responsibilities involving: Extensive work with beer systems, UBET, KENO, and poker machine processes, product knowledge and ordering, money reconciliation between different mediums, and event management
- Main liaison with Aristocrat ensuring consistent poker machine operations
- Hotel experienced compulsory acquisition from local council

Duty Manager, 02/2015 to 10/2016

The Adam and Eve – Hometon, London

- Managed a team of 30 staff vital to a hotel's success. Also including staff inductions/training and running a diverse range of product/gambling knowledge seminars
- Managed one of the company's side projects: the home brew depot. A school aimed at beer brewing/maintenance education
- Stock ordering, control and maintenance
- Both front of house and back of house management of up to 50 reservations per day
- Successfully delivering large scale events: mainly relating to the English Premier League and Music events

Scientific Officer, 10/2011 to 11/2014

Douglass Hanly Moir – Sydney, NSW

- Specialising in Histopathology, as a laboratory aid and a scientific officer
- Specimen reception, specimen cut up, Microtomy, Immunohistostaining, and many other jobs around the laboratory
- Essential skills in Histopathology, Immunochemistry and Haematology.

University Demonstrator, 01/2013 to 06/2014

University of Technology Sydney – Sydney, NSW

- Demonstrated for the subject Neuroscience as part of the Neuroscience Research Unit, School of Medical and Molecular Biosciences at the University of Technology Sydney.
- Role Included explanations and demonstrations of lecture content, as well as presenting clear and coherent information to a class of over 40 students
- Provided me with exceptional interpersonal skills, a vast knowledge on education, and the ability to deal with any level of social pressure

Education

Bachelor of medical Science (First Class honours): Neuroscience, 2015

University of Technology – Sydney, NSW

- Recipient of University of Technology Doctoral Scholarship
- Continued to study with Professor for an additional year

Bachelor of Arts: Spanish, 2014

University of Technology – Sydney, NSW

- Spanish culture and language
- Spent one year abroad in Salamanca, Spain
- Studied one year at the Universidad de Salamanca
- Student government representative for further studies

Bachelor of Science: Medical Science, 2014

University of technology Sydney – Sydney, NSW

Personal Information

I am extremely capable of working autonomously but also enjoy being a productive member of a team environment. I am extremely diligent, have great attention to detail, and take great pride in my work

Languages

English, Spanish

Professional Referees