

CAROLINE CUTTER

9 Meriam Street, Suite 4
Lexington, MA 02420
Phone: 781-863-8003
Fax: 781-863-1519
carolinec@dmahealth.com

EXPERIENCE

- 3/00 – Present Assistant, DMA Health Strategies, Inc., Lexington, MA
Current responsibilities include: time tracking; maintenance of the address database; processing expenses and accounts payables; providing assistance to the firm's consultants through word processing and report formatting; and filing and phone coverage. Conference planning and coordination.
- 1999 – Present Member and Volunteer, Member Services Work Area, Charles Webster Potter Place, Waltham, MA
Word-processing, data entry and internet searches; conduct house tours for prospective members and outside service providers; outreach phone calling; tutor members preparing for G.E.D. in math, science, social studies; participate in developing and implementing yearly goals of the work area.
- 1999 – 2000 Clerical Assistant, New England Financial, Waltham, MA
Initiated and completed project to purge file system and eliminate backlog; assist with various size mailings; light filing and occasional copying.
- 1987 – 1990 Administrative Assistant, Neurological Research Department, Children's Hospital, Boston, MA
Word process and edit manuscripts, grant proposals, and correspondence; data entry and database management; type purchase orders, maintain files, reconcile monthly financial statements; answer phones for principal investigator and staff.

OTHER WORK EXPERIENCE:

- 1992 – 1998 Quality Control Analyst I and II, Genzyme Corporation, Cambridge, MA
- 1982 – 1986 Assistant Scientist, Warner Lambert/Parke Davis, Ann Arbor, MI
- 1977-1981 Research Assistant I and II, University of Michigan Medical School, Ann Arbor, MI

EDUCATION:

- 1992 Middlesex Community Colleges, Bedford, MA – Certificate in Biotechnology
- 1976 The University of Michigan, Ann Arbor, MI, - Bachelor of Arts, Physiological Psychology
Graduate coursework in biochemistry and cell biology.