

SHERRI JO JACKSON

◆ Detroit MI 48207 ◆



PROFESSIONAL EXPERIENCE:

**2009 – 2022 US Food and Drug Administration, Grand Rapids, MI/San Francisco, CA/
Detroit, MI**

Consumer Safety Officer GS-12: Level 1 Investigator with FDA Clinical Bioresearch Monitoring (BIMO) Certification. I independently plan and conduct inspections (domestic and foreign), investigations and sample collections according to policies, procedures, and federal regulations. I analyze information and make decisions within short and changing deadlines. I write establishment inspection reports and memorandums using clear and concise terms to document findings and support regulatory actions resulting in recalls, VAI, OAI and a Regulatory Meeting to public health officials. I have also been a contributing team member for Clinical Investigator (CI) and Institutional Review Board (IRB) inspections resulting in the issuance of Warning Letters.

Accomplishments:

- Volunteer: I volunteered with the Administration for Children and Families, Office of Refugee Resettlement to help reunify Unaccompanied Children from the Border with their families. I assisted with medical care, UC portal documentation and office management which led to the reunification of over 250 children. (60 days, May-June 2021) I received HHS 2020 Part of Something Bigger Award which recognizes Agency employees who respond to the call to serve in a volunteer capacity that contributes to the Department's mission.
- Earned Diversity, Equity, and Inclusion (DE&I) in the Workplace Certificate offered by the University of South Florida Muma College of Business. The seven-week program focused on opportunities for organizations to create diverse workplaces, address equity issues, and foster inclusivity. (May 2021) (Best practices for Inclusion, Community Outreach, Conquer Stereotypes, Implement Recruitment Plans, Organizational Understanding, Retain Diverse Talent, Workplace Equity, Apply Emotional Concepts)
- Detail: Office of Regulatory Affairs (ORA) Office of Communications and Project Management (OCPM), Immediate Office (IO), Program Analyst. My responsibilities included project management activities to integrate the core values of diversity, inclusion, integrity, respect, and quality into the day-to-day operations. I collaborated with senior management, coordinated, planned, promoted, and assisted with writing PowerPoint presentations for small and large virtual meetings utilizing WebEx/Adobe Connect. I also assisted with coordination of diversity committees to produce virtual events for the annual federally recognized underrepresented, communities (MLK Day, Black History Month, Women's History, Asian American/Pacific Islander, Pride, Hispanic

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Heritage, National Disabilities, National American Indian/Alaska Native). I maintained and updated the D&I Resource Page and calendar as well as developed a procedure for a potential speakers bureau. I also provided summary reports of the activities and assisted with survey analysis from focus groups to support accomplishments of communication strategies. (September 2020 - March 2021)

- Speaker/Presenter: Topic, Informed Consent for FDA, and the Society of Clinical Research Associates (SOCRA) (May 2019)

- Recruiter: FDA and Industry sponsored events at MSU Career Fair (September 2019),

- Detail: Office of Regulatory Affairs (ORA) Office of Communications and Project Management (OCPM), Division of Communications (DC), Public Affairs Branch (PAB) Health Communications Specialist. My responsibilities included direct communication with the PAB staff, senior media advisors and FDA executive staff to coordinate, review, edit, and clear multiple media inquiry responses, press releases, Agency postings and other external communications for CFSAN, CDER, and CBER by required deadlines. I also prioritized and coordinated written responses to queries related to current issues, statutes and regulations from consumers, industry, fellow public health agencies and stakeholders. (November 2018 – January 2019)

- Detail: Stand Up Program Alignment with Biologics Program Director. Served as Point of Contact with high level Center and ORA staff and contributed to development of new policies and procedures for Biologics utilizing priority-based work planning, FTEs, modular hours and updating firm registrations. My responsibilities also included tracking, evaluating, analyzing, and disseminating communications regarding operational issues and information. November 2016- January 2017

- Subject matter expert in the following workgroups with the Division of Human Resource Development (DHRD):
 - BIMO Test Item Writing Workgroup: Responsible for developing and writing test questions utilized in the national Clinical Investigator exam (January 2017)

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- Clinical BIMO Investigator Certification Exam Passing Score Study Workshop: Responsible for evaluating test questions and answers (March 2015)
- Blood Banking and Plasma Center Investigator Certification Program Test Item Review Workshop and ORA Human Cells, Tissues and Cellular (November 2015)

- Group Recognition Award, member of the Prescription Drug Seizure Team (June 2010)

2006 – 2009 Detroit Department of Health and Wellness Promotion Detroit, MI

Family Planning Program Coordinator: My responsibilities included educating, training, and monitoring doctors and nurses in provision of Title X Family Planning services for The Detroit Department of Health and Wellness Promotion. I was the liaison between state officials and city management for protocol development, preparation, and submission of quarterly state reports. I participated in state accreditation audits and assisted with corrective action plans. I also planned and implemented promotion of Plan First, the State of Michigan Medicaid benefit waiver which served the under and uninsured via print and broadcast media for local newspapers and radio stations. I designed, conducted, and evaluated surveys for patient satisfaction of clinic services. I also participated in health fairs, giving presentations, and conducting breakout sessions and discussions regarding personal health.

2001 – 2006 Bates Academy/Hanneman/Schulze Elementary Schools Detroit, MI

Educator/Teacher: State certified teacher with Master of Arts in Education. My responsibilities included designing and implementing and evaluating lesson plans in all subject areas while engaging 20-30 students with various learning styles. I also tracked state testing results and developed techniques to increase student scores. This resulted in an increase of several students' scores in math and reading on state generated tests. I accomplished classroom management, developed organization skills as well as public speaking/lecturing skills. As an effective communicator, I was able to build relationships with a diverse population of students, parents, and co-workers. I also participated in educational working groups to evaluate curricula and instructional methods.

1990 – 1991 Fox 50/WXYZ TV Southfield, MI

Newsroom intern and actively participated in the daily operations of broadcast news stations. Monitored online feeds for newsworthy stories and events, gathered b roll and interviewed sources.

1982 – 1989 Hospitals Grand Rapids, MI/Seattle, WA

Registered Nurse: I worked on Medical/Surgical, Pediatric, Radiology, Labor and Delivery, and Post-Partum units in hospitals and private practices. In addition to performing patient care for life threatening health issues and teaching patient's self-care, I was the liaison

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between physicians, nurses, patients and administrators during hospitalizations and follow-up care.

EDUCATION:

2001 – 2002 The University of Michigan Ann Arbor, MI
Masters of Arts with Certification in Elementary Education; Awarded Master’s Rackham-Educational Scholar’s Award. Michigan Provisional Teaching Certification: Elementary K-8 with Middle school endorsements in Science and Language

1989 – 1991 Wayne State University Detroit, MI
Bachelor of Arts Degree in Journalism: Awarded full scholarship from Journalism Institute for Minorities. Graduated Cum Laude

1980 – 1982 Grand Rapids Junior College Grand Rapids, MI
Associate Degree in Nursing

TECHNICAL SKILLS:

FDA computer applications including ITAS, eNSpect, CGE, SharePoint, FACTS, OSAR, ORADSS and GIS. My computer skills include working with Microsoft Visio, Excel, Word, and PowerPoint.

References: Available upon request