

CAROLINE CUTTER

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PROFESSIONAL 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.