

NOEL SAMUEL

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PROFILE

I recently completed BioConnect DE's Biomanufacturing Training Program, designed and taught by industry-experienced scientists, gaining hands-on experience with GMP, cleanroom procedures, documentation practices, and Quality Management Systems (QMS). Skilled in working on production lines and performing tasks in cleaning rooms or warehouses. I am seeking to apply education, technical experience, and advanced manufacturing skills toward a dynamic career in biomanufacturing and biomedical research.

TECHNICAL TRAINING & PROFESSIONAL SKILLS

- Microsoft Excel & Outlook
 - CNC, CNC lathe, & CNC programming
 - Management
 - Good manufacturing & documentation practice
 - Quality management systems & SOP compliance
 - CNC milling machine
 - Mechanical knowledge
 - Technical support
 - CAM programming
 - Filing
 - Accounting & marketing
 - Organizational skills
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EDUCATION

BioManufacturing — BioConnect DE, Newark, DE
Certificate of Completion

Jul. 2025

WORK EXPERIENCE

State of Delaware— Wilmington, DE
Administrative Specialist I

Present

- Apply agency laws, regulations, and policies while managing and processing sensitive administrative information.
- Create and maintain databases, spreadsheets, presentations, and official documents to support department operations.
- Serve as a liaison to the public and internal staff, providing clear information on agency services and procedures.
- Establish tracking systems, compile data, and prepare reports to support program decision-making.
- Recommend process improvements by analyzing office operations and ensuring accurate document and file management.

City of Wilmington— Wilmington, DE
IT Consultant

Mar. 2020 – Mar. 2025

- Edited and managed documents within the city's document management system.
- Handled high-volume copy and print jobs (10,000+ pages) with accuracy and efficiency.
- Managed mailroom operations, including delivery, collection, and organization of departmental mail.
- Prepared water quality documentation and ensured proper formatting and distribution.
- Supported general office operations across multiple departments.

Altman Management Company— Wilmington, DE
Leasing Consultant

Nov. 2019 – Mar. 2020

- Assisted prospective residents with tours, leasing paperwork, and application processing.
- Reviewed applicant financial and credit information to determine rental eligibility.
- Prepared lease agreements and move-in documents while ensuring compliance with housing policies.
- Communicated property features and community benefits to prospective tenants.
- Supported marketing efforts to maintain occupancy goals.

St. Andrews— Wilmington, DE

Feb. 2019 – Sept. 2019

Leasing Agent

- Guided clients through property tours, inspections, and closing processes.
- Evaluated client financial and credit profiles to determine financing eligibility.
- Prepared contracts, purchase agreements, leases, and closing documents.
- Coordinated with buyers, sellers, and lenders to support smooth transactions.
- Compared market properties to inform pricing and sales decisions.

Salvation Army— Wilmington, DE

May 2017 – Dec. 2018

Resident Advisor

- Enforced program rules to ensure safety and structure within the residential environment.
- Responded to crises, provided first aid, and coordinated care with counselors and staff.
- Developed individualized support plans and documented resident progress.
- Resolved conflicts and maintained positive, supportive relationships with residents.
- Managed communication, phone lines, and administrative tasks within the facility.

PHEAA/RedLoan Servicing— Chester, PA

Apr. 2018 – Jul. 2018

Loan Counselor (Temporary)

- Advised students on financial aid options and matched them with eligible programs.
- Analyzed applicant financial data and credit history to determine loan feasibility.
- Contacted borrowers with delinquent accounts to negotiate repayment plans.
- Maintained detailed and confidential loan records, updating account statuses as needed.
- Ensured compliance with lending regulations while coordinating with credit analysts and loan committees.

Cadia Nursing Home— Wilmington, DE

Mar. 2017 – May 2017

Dietary Aide (Temporary)

- Prepared and served meals following dietary guidelines and portion standards.
- Maintained kitchen cleanliness, sanitation, and safe food-handling procedures.
- Assisted with inventory, restocking, and workstation organization.
- Provided support to nursing and dietary staff to ensure patient nutritional needs were met.
- Ensured compliance with health and safety regulations during all food service activities.

Community Education Building— Wilmington, DE

Jan. 2016 – Apr. 2016

Library Assistant

- Managed front desk operations, including answering phones and assisting visitors.
- Repaired books, organized library materials, and maintained appearance of the facility.
- Routed calls, transferred lines, and supported general administrative tasks.
- Assisted patrons with locating materials and accessing library services.
- Maintained quiet, orderly, and welcoming study environment.

United Way of Delaware— Wilmington, DE

Mar. 2015 – Jan. 2016

Administrative Office Assistant

- Supported office operations through data entry, filing, scheduling, and document preparation.
- Assisted with program coordination by gathering information, tracking activities, and maintaining records.
- Communicated with clients, staff, and external partners to provide information and resolve inquiries.
- Prepared and organized materials for meetings, events, and community programs.
- Ensured accurate documentation and maintained confidentiality of sensitive information.

ADDITIONAL CERTIFICATIONS

CNC MACHINING— Jun. 2021

- Working on 3-D printing machines
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