



Michael ANDERSON

REGULATORY AFFAIRS COORDINATOR

Experienced Regulatory Documentation Specialist with a specialization in the cosmetics and personal care industry. Comprehensive knowledge of regulatory requirements governing product safety and labeling. Proven track record in preparing and submitting regulatory documentation that meets both domestic and international standards. Strong ability to collaborate with R&D and marketing departments to ensure compliance while supporting product innovation.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Cosmetic regulations
- Product safety
- Compliance documentation
- Team collaboration
- Quality assurance
- Research skills

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN CHEMISTRY,
UNIVERSITY OF ILLINOIS, 2014**

ACHIEVEMENTS

- Improved submission accuracy, resulting in a 20% increase in approval rates.
- Recognized for excellence in regulatory compliance with an internal award.
- Contributed to the successful launch of over 15 new cosmetic products.

WORK EXPERIENCE

REGULATORY AFFAIRS COORDINATOR

BeautyCorp

2020 - 2025

- Coordinated the preparation of regulatory submissions for new cosmetic products.
- Ensured compliance with FDA and EU regulations regarding product safety.
- Maintained regulatory documentation for product formulations and claims.
- Collaborated with marketing to develop compliant promotional materials.
- Conducted training sessions on regulatory requirements for product development teams.
- Reviewed product labeling to ensure accuracy and compliance.

REGULATORY DOCUMENTATION ASSISTANT

Cosmetic Innovations

2015 - 2020

- Assisted in the compilation of regulatory submissions for cosmetic products.
- Conducted research on international regulatory requirements for cosmetics.
- Maintained detailed records of submissions and agency communications.
- Supported quality assurance audits by providing required documentation.
- Collaborated with R&D to ensure product compliance during development.
- Monitored changes in regulations and updated internal processes accordingly.