Ashley Romero

REGULATORY SPECIALIST

Chattanooga, TN • (423) 555-0185 • ashley.romero@email.com • linkedin.com/in/ashleyromero

Summary

Regulatory specialist with 4 years in consumer health, managing labeling and compliance for 300+ OTC drug, cosmetic and dietary supplement products. Reviews artwork against OTC monographs and FDA rules, files SPL drug listings and runs label changes with strong project management skills and attention to detail.

Skills

- Labeling
- OTC Monographs
- SPL Drug Listings
- Prop 65
- Project Management Skills
- Microsoft Word
- Excel
- PowerPoint
- SharePoint
- Attention to Detail

Experience

Regulatory Specialist 01/2024 - Present

Lookout Valley Consumer Health Chattanooga, TN

Private-label maker of OTC drugs, cosmetics and supplements for 25 retail customers.

- Review artwork for **400+** labels a year against OTC monographs, Drug Facts rules and customer specifications.
- Manage SPL drug listings and annual updates for 150 OTC products in FDA's electronic system.
- Lead label changes with marketing, quality and packaging in Excel, cutting artwork cycle time from 6 to 4 weeks.
- Complete 80+ retailer compliance questionnaires a year on ingredients, Prop 65 warnings and allergens.

Regulatory Associate 06/2022 - 12/2023

Signal Mountain Nutrition Chattanooga, TN

Dietary supplement brand selling through 3,000 retail doors.

- Checked 250 supplement labels for structure-function claims, Supplement Facts format and allergen statements.
- Compiled specification and test documents in Microsoft Word for 40 product launches.
- Organized safety data sheets and certificates of analysis for 600 raw materials in SharePoint.
- Drafted monthly compliance summaries in PowerPoint for the quality director.

Education

Bachelor of Science 05/2022

University of Tennessee at Chattanooga Chattanooga, TN

Chemistry

Certificates

Regulatory Affairs Certification (RAC-Drugs)

Regulatory Affairs Professionals Society (RAPS)

10/2025