Isaiah Lee

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Education

Drexel University ⧉
Management Information Systems, BSBA
Sep 2020 – Mar 2025 | Philadelphia, PA
- **Awards**: Drexel University Liberty Scholars (2020 - 2025)
- **Activities**: Drexel University LeBow BRIDGE (2022 - 2025)

Skills

Program Management, Project Coordination, Cross-Functional Management, Portfolio Optimization, Quality Control, Advanced Agile Methodologies, Project Planning, Communication, Regulatory Compliance, SCRUM Implementation

Technical Skills

Jira, Trello, Confluence (Proficient) | **MS Project** (Proficient) | **Power BI** (Proficient) | **Excel** (Proficient) | **PowerPoint** (Proficient) | **Java** (Competent) | **Python** (Competent) | **Figma** (Proficient) | **Lucidchart** (Proficient)

Professional Experience

Medidata Solutions ⧉

R&D Program Manager Co-Op, Synergies
Apr 2024 – May 2024 | Iselin, NJ

R&D Program Manager Co-Op, Portfolio & External Alliances
May 2024 – Sep 2024 | New York, NY

- Spearheaded end-to-end management of 480+ IP filings across 12 product lines, implementing Excel-based tracking to reduce submission cycle time by 15% and secure 100% compliance with USPTO deadlines.
- Protected $2M+ in annual R&D investments through strategic patent clustering aligned with corporate innovation roadmaps.
- Automated weekly stakeholder reports using Excel macros, cutting manual preparation time by 6 hours/week.
- Championed patent program adoption through workshops and resource hubs for 45+ teams, driving a 40% increase in submissions by demystifying USPTO guidelines and aligning incentives with R&D milestones.
- Standardized roadmap templates across 6 therapeutic areas, reducing misalignment incidents by 40% in Q3 2024.
- Validated 50+ critical systems via Excel-driven test matrices, maintaining 99.9% data accuracy and zero downtime during FDA audit cycles.
- Designed Power BI heatmap analyzing 10K+ patient records, visualizing demographic barriers (transportation, food access) that improved site selection accuracy by 35%.
- Partnered with 12 sponsors to implement location-based recruitment strategies, boosting diverse enrollment by 22% in Phase III trials.

Organon ⧉
Mar 2023 – Sep 2023 | Lansdale, PA
R&D Project Manager Co-Op, Portfolio & Governance
- Led end-to-end development of a centralized SharePoint hub for 15+ R&D teams, integrating real-time portfolio dashboards and automated governance workflows. Reduced redundant reporting by 35% and accelerated cross-departmental decision-making, driving a 20% efficiency gain in quarterly project reviews
- Architected granular role-based access controls for 200+ users across 3 regulatory tiers (HIPAA, GDPR, SOX), achieving 100% audit compliance and reducing unauthorized access incidents by 90% in 6 months
- Partnered with 8 cross-functional leads to design an adaptive data architecture supporting 12 unique user personas, reducing data reconciliation errors by 40% through dynamic field mapping and validation rules
- Authored 70+ UAT protocols in collaboration with 5 external consultants, utilizing:
  - Excel-driven test case trackers with conditional formatting for real-time progress monitoring
  - 120+ Stakeholder surveys to validate requirement alignment pre-deployment:
    - Resolved 98% of critical defects before launch through iterative feedback cycles, ensuring seamless integration of ERP/CRM systems.

Phenom People ⧉
Mar 2022 – Sep 2022 | Ambler, PA
Associate Product Owner Co-Op, Search & Personalization
- Spearheaded restructuring of 150+ Confluence pages into a centralized knowledge hub for Search & Personalization teams, implementing standardized templates and metadata tagging. Reduced documentation search time by 25% and improved cross-team alignment through automated update alerts and version-control protocols
- Designed 20 interactive training modules (Guides, FAQs) focused on search algorithm configuration and personalization workflows. Reduced average onboarding time from 8 weeks to 5 weeks while achieving 95% retention in post-training assessments.
- Leveraged Pendo.io ⧉ analytics on 5,000+ user sessions to prioritize UI/UX improvements, including:
  - Redesigned candidate search filters reducing misclicks by 40%
  - Enhanced recommendation algorithm boosting lead relevance by 35% driving a 20% increase in qualified recruitment leads within 3 months of deployment