

# PUT MY SKILLS TO BETTER USE.

## Job Objective

Freelance collaborator offering support in the field of DRA & PV, Instruction of Blended Learning concepts

## Professional Summary

- More than 5 years experience in the sector of Drug Affairs
- Experience in the field of Training & Education concerning various target groups
- Used to work independently
- action-oriented
- global and local approach

## Resume

### Professional Experience

06/2013 - today

#### Education & Project management

Pharma Scientific Services Team, Munich

- Office Management incl. personnel management of 3 employees
- HR: Recruitment of assistants (job advertisements in regional job boards) and scientific project members (direct search)
- HR: appraisal interviews and preparation & implementation of workshops (inkl. webinars and more-day-trainings)
- Networking with cooperation partners;
- Support/Leadership in various projects concerning pharmacovigilance and drug regulatory affairs

08/2013 – today

#### Marketing, Chief Editor

EU Vigilance, Wales

- Online marketing (Content marketing, Email marketing, publishing, homepage support)
- Chief Editor of regular newsletters concerning topics in the field of Pharmacovigilance, Regulatory Affairs and Medical Devices
- Support for presentations: Powerpoint and Media

08/2012 – 08/2013

#### EMEA – Operations Recruitment

McKinsey & Company, Munich

- Looking for professionals with expert knowledge
- Main work: Screening CVs, preselecting and also make rejections,
- Support in university marketing and research

- Candidate communication and administration
- Database Management
- Preparation of selection days & work shops

10/2009 – 02/2011

### **Drug Safety**

Astellas Pharma, Munich

- Systematic filing of SAE Reports
- Allocation of follow ups
- Administration

02/2010 – 04/2010

### **Class instruction**

Riemerschmid Wirtschaftsschule, Munich

- Supporting in daily classes
- Participation in conferences
- Own classes

12/2008 – 07/2012

### **Accounting**

Steuerberater & Rechtsanwalt Grochut, Munich

- Accounting with the usage of DATEV
- Administration

08/2008 – 06/2010

### **Travel Agent**

Casas GmbH & Studiosus Reisen, Munich

- Booking flights and hotels for groups and individuals
- Reservation of hire cars
- Customer consulting
- Call center agent

## **Experience abroad**

10/2013 – 12/2013

### **Thailand**

Friendly Farm Asia, Don Muang

- working at farming center: food production
- Implementing a training course: "service and upscale in restaurants"

07/2005 – 12/2005

### **Spain**

Language course & Internship: Escuela Cervantes, Malaga

- Registration of new students
- Online marketing
- Organisation of travel services
- Assessment of host families

## **Education**

09/2008 – 01/2014

### **Diploma: Human Ressource Education Ludwig Maximilians Universität, Munich**

- Majors: Entrepreneurship Education, Business Psychology

- Minor: Geography

02/2006 – 07/2008

**Apprenticeship: Travel agent**  
Studiosus Reisen München , Munich

2005

**University Entry diploma**  
Edith-Stein-Gymnasium, Munich

### Vocational Training (abstract only)

2015

**Academic Certificate „ Clinical research and regulatory affairs”** DUW - Steinbeis University Berlin

2015

**Workshop: PV Monitoring, PV Planning – Tentan**  
Deutschland GmbH

2015

**Via Blended Learning: Gamification**, bbwfz Seminare

2014

**Certificate „ Vocational Education Qualification“**, IHK Munich

2014

**Certificate as „Travel guide“**, Travel & Personality, Stuttgart

2014

**Presentation: Electronic submission voa CESP**, P.SS.T

2014

**Workshop: InVitro Diagnostics**, Bio-M

2013

**Academic Certificate “Management of Human Capital”**, LMU University, Munich

### Further Information

Languages

English	–	fluent
Spanish	–	advanced
Portuguese	–	understanding

IT Skills

- MS-Office
- Accounting program DATEV
- Booking program: Amadeus, Blank & Bistro
- CRM-Program: Salesforce & Siebel
- Html , Wordpress & FTP

Driver’s license

class B

### Voluntary work and more experience

2014 – today

InitiativGruppe München, e.V. Trainer and Couch in adult

	education (application process and personality development) at the FIBS-Project
1998 – today	Different catering and gastronomy experience in Europe (actually - Team leader: Lisboa Bar, Munich)
2012 – today	Greencity München, e.V.
2007 – 2013	Private lessons of children with migration background

Munich, 12/2015