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|  | **Manzhak Victoria**  Phone: +380681379800  E-mail: papko.vika@gmail.com  Date of Birth: 08 November 1993  Address of residence: Kyiv region, Irpen |

**Position objectives: Clinical Trials Associate**

Education:

2009 - 2012 Kyiv Financial and Economic College of the National University of Social and Social Education for the specialty "Finance and Credit", junior specialist diploma

2012 - 2015 National University of the State Tax Service of Ukraine, specialty "Finance and Credit", Bachelor's degree, Master's degree

Work experience:

**Alfa Clinical Research LCC** - Clinical Trial Assistant

Aug 2020 – April 2023

* Performed assistance for site selection, initiation, monitoring and close-out visits in accordance with Good Clinical Practice (GCP), relevant Standard Operating Procedures (SOPs) and local laws, for 3 protocols.
* Performed assistance for organization protocol related trainings to the study investigational teams during study initiation and execution
* Collect documentation and correspondence from sites, RA (SEC MoH of Ukraine) and LEC’s.
* Managed and maintained TMF in accordance with GCP, relevant SOPs and local laws.
* Created and maintained appropriate documentation regarding site management other required study documentation
* Supported organization of Investigators Meeting(s), including subject matter materials development and active participation during its conduct
* The processing of the incoming and outgoing letters, correspondence, and study materials shipping
* Performed assistance for site selection, initiation, monitoring and close-out visits in accordance with Good Clinical Practice (GCP), relevant Standard Operating Procedures (SOPs) and local laws, for 3 protocols.
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* Collect documentation and correspondence from sites, RA (SEC MoH of Ukraine) and LEC’s.
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**Studio Moderna**- Sales Manager

Jun 2018 - Sep 2022

* Introduced a social selling process for the sales and marketing team
* Oversaw performance of supplier base, achieved cost savings of 13%
* Influenced internal stakeholders and managed customer service initiatives
* Developed promotional materials increasing new customer pipeline by 45%
* Collaborated with production teams on new product development and marketing
* Created analytical dashboard for business visibility of all sales metrics

**OTP Bank** Customer Service Manager

Dec 2014 - Feb 2018

* Research and analyze economic issues
* Conduct surveys and collect data
* Analyze data using mathematical models and statistical techniques
* Prepare reports, tables, and charts that present research results
* Advise businesses, and individuals on economic topics
* Design policies or make recommendations for solving economic problems
* Attracting new and serving existing customers
* Selling banking products and services

**GCP Certificate: ICH Good Clinical Practice E6 (R2) CH Good Clinical Practice - Global Health Training Centre**

**Language knowledge:** Russian, Ukrainian - native, English – B2

**Software:** Advanced user, MS Office (Word, Excel, PowerPoint; Outlook)

**Professional skills:** Strong skills in communication, coordination,site and study support, team coordination, purposefulness, perseverance, analytical mindset.

**Personal qualities:** Good team player, good communication skills.