

- 01/2016 **founding of own business** offering pharmaceutical translations and medical writing, proofreading, etc.
- 05/2015 - 12/2015 Preparation for start-up after leaving the company EXCELLA GmbH
- 04/2011 - 04/2015 EXCELLA GmbH, Feucht
Assistant to the Department Regulatory Affairs and Customer Support API
- Correspondence with customers and authorities (German, English)
 - Organisation of shipment of registration dossiers to customers / agencies worldwide
 - Receiving, following up, and handling of complaints and inquiries
 - Project work (most recently: transferring of document templates from Office 2003 to Office 2010 for the Department)
- 08/2008 - 03/2011 EXCELLA GmbH, Feucht
Assistant Quality Control API (QC APIs)
- Secretariat activities for Department staff
 - Creating, managing, editing documents
 - Support to the Department Chemical Process Development
 - Project work (eg Creation of document templates according to authorities' requirements and implementation in daily operating processes)
- 09/2007 - 08/2008 Lorenz Zeitarbeit, Nürnberg
Office assistant
- Excella GmbH (QC APIs 03/2007 - 08/2007)
 - Spielwarenmesse eG (11/2007 - 02/2008)
 - Ing DiBa, Nuremberg (10/2007 - 11/2007)
 - Faber Castell, Stein (PR Department 09/2007 - 10/2007)
 - Selected activities: applying for visas, correspondence, exhibition preparation, support of exhibitors during the International Toy Fair

Vocational education

- 09/2005 - 07/2007 ESO language school, Nuremberg
Degree: **certified multilingual administrative assistant**

Primary Education

07/1999 SÜDSTADTSCHULE, Saalfeld/Saale

Secondary school qualification

Other skills and additional qualifications

- IT
- MS - Office, Word, Excel, Outlook, PowerPoint, very good
 - LABbase (LIMS), very good
 - docuBridge (document management), very good
 - QMinfoweb (document management), very good
 - DMFbase (database), very good
 - ERP (Enterprise Resource Planning), very good
 - **CAT-Tool: CafeTran Espresso**

- Languages
- English: fluent
 - Spanish, advanced knowledge
 - French, Basic skills
 - German, native

Advanced training

- 2014 Grundig Akademie
Office 2010 Training, Word, Excel, Outlook, PowerPoint,
- 2011 LORENZ Life Sciences, Frankfurt
docuBridge Training
- 2010 Forum, Frankfurt
Scientific writing