

Sylvia Schaffner

Place of Birth: Pretoria, South Africa
 Nationality and Citizenship: German/South African
 Driver's License: British
 Date of Birth: 04/12/1985



Location
 Pretoria,
 South Africa



Phone
 +27 (0) 65 810 7172



Email
 schaffner.sylvia@gmail.com

Experience

Detail-orientated, efficient and organized Project Leader with a strong statistical and research psychology background with multiple years of experience in managing global projects in various different industries including Social, Military, IT and pharmaceutical clinical trials. Can remain calm during high pressured situations and have the ability to motivate other team members to reach their full potential with a fresh, youthful and diplomatic leadership style.

Work History

German Control Center Agent (BMW via Lesedi) from October 2019 to present

- Monitoring of all BMW production plants on a technical level
- Supporting servers, printers and ticket escalations
- Change and crisis management
- Agile Methodology

Data Management Lead (Late Phase, PAREXEL) October 2018 –October 2019, De-centralized, Pretoria

- Responsible for Database Set up for Late Phase Clinical Trials
- Development of UAT scripts, Protocol Deviation and Cleaning Specification
- Point of contact for sponsor and sites

EPD (Early Product Development) Strategic Feasibility Leader, PAREXEL, Berlin, Germany, January 2017 – October 2018

- Responsible to promote new business by participating in project bids and client presentations (attended over 20 Bid Defense Meetings across Europe)
- Responsible to provide expertise and consultation to project teams
- Completed over 60 Feasibility assessments for new clinical business opportunities and operational strategies with the main focus on Endocrinology, Oncology and Neurology and Psychiatry
- Post award site selection according to client specifications including contact to sites, development of Site Selection Plans, designing and implementation of the Feasibility Questionnaire, site metric performance and tracking
- Providing expertise in recruitment and site selection and improvement of predictive investigator performance metrics for over 16 projects with over 110 successfully selected sites across Europe and Asia

Education

• Masters Research Psychology

University of Pretoria
 Pretoria, South Africa
 February 2008 – 2010

• Honors Psychology

University of Pretoria
 Pretoria, South Africa
 February 2007 – December 2007

• Bachelors Psychology

University of Pretoria
 Pretoria, South Africa
 February 2004 – December 2006

Languages

- English (speak, read and write fluently)
- German (speak, read and write fluently)
- Afrikaans (speak, read and write fluently)
- Turkish (basic beginner skills)

Work History

TransPerfect Berlin – Pharmaceutical and Clinical Trials Division, April 2016 – December 2016, Project Manager

- Placing linguists/translators, proof-readers for clinical trial documentation projects
- Managing sponsor and CRO translation projects from study start to monitoring and close-out as per client timelines
- Performing QC checks

Cambridge Cognition Aug 2011 – March 2016, Study Manager/Key Account Manager, Cambridge, United Kingdom (website: <http://www.cambridgecognition.com/>)

- Responsibility for managing multiple clinical trial projects to ensure the integration, co-ordination and consistency of company processes throughout with an excellent on time deliverable track-record
- Managed more than 30 Projects with an average of 7 projects at any given time with a proven ability to multi-task and timely delivery
- Clinical Trial and GCP experience
- Providing input and review contract proposals to mitigate risks and increase profitability
- Chairing and providing project management leadership across internal and external teams
- Managing overall process of planning, scheduling and controlling the project from contract finalization to database lock and project close-out to ensure timely completion of the project
- Act as point of contact for client queries and gathering user requirements for the Electronic Data Capture (EDC) and Data Management Systems
- Manage budgets and deliverables for assigned projects delivering on time and exceeding expectations of both internal and external teams
- Communicate with the client to understand and incorporate client needs to relevant process documentation, in consultation with software development team (e.g. User Requirement Specification)
- Liaise with external vendors
- Clinical trial support
- Writing and reviewing customized user manuals to support the use of CANTAB testing equipment and software at clinical trial sites
- Managing the translation process
- Liaison with Customer Services to provide equipment and maintain internal company records
- Preparation of CANTAB data capture equipment for testing and release to sites

Richmond Pharmacology April 2011 – Aug 2011, Clinical Trials Assistant

- ECG
- Food handling
- Vital Signs
- Blood pressure and blood taking

Specialized Training

- PRINCE 2 Foundation and Practitioner Course
- Clinical Trial Project Management. PharmaSchool. March 2015. Oxford. United Kingdom
- Pooling Healthcare Data around the World – Taipei Medical University
- Project Management Essential Skills. LeapFrog. June 2012. Cambridge Cognition, Cambridge, UK
- Advanced Excel Training: Validation of Data. LeapFrog. June 2013. Cambridge Cognition, Cambridge, UK
- GCP Training (internal at Cambridge Cognition on the 10th March 2015)

Skills & Strengths

- MS Project Management,
- OpenProj,
- Word,
- PowerPoint,
- Excel,
- SPSS
- Study Design
- Mathematical and Statistical Skills
- Presentation Skills
- Training Skills
- GCP Training
- Dedicated and determined
- Loyal
- Calm
- Patient
- Good people skills
- Inspiring and motivated
- Positive
- Willingness to learn tasks outside of the job description

Research Consulting January 2011 – March 2011,

- Development of a psychometric test for children
- SPSS analysis for social media marketing
- PhD SPSS assistance

Impact Research International, Project Leader, March 2010 – December 2010

- Project Management
- Chairing Meetings
- Statistical Analysis
- Report and Proposal Writing
- Client Presentations
- Delegation and supervision of cross-functional teams of 7 members

Military Psychological Institute, January 2009 – December 2009, Research Psychology Intern

- Quantitative Research Methods (SPSS)
- Qualitative Research methods (Research in in-depth experiences)
- Recruitment and selection for the SAAF (South African Air Force)
- Validation and Reliability Analysis of Psychometric Tests
- Administration of psychometric assessments
- Psychometric Test Development (including surveys, interview guides)
- Scoring and interpretation of aptitude/intelligence and personality test scores
- Group Discussion Facilitation
- Writing Research Proposals and Reports
- Use of the Vienna Test System (Dover system)
- Transcribing and data capturing, data cleaning and data analysis
- Integration of results and presentations on PowerPoint
- Project Management
- Database Creation and Management
- Exploratory Analysis and Statistics
- Factor and Item Analysis and other statistical techniques

Kumon, January 2000 – December 2006 Mathematics Instructor (for children aged 3 -12)

- Mathematical tutorage for children following Kumon Curriculum and methods
- Monitoring and tracking of student progress

References:

Keith Donovan,
Associate Director of Feasibility (Early Phase)
PAREXEL

Stuart Pountney,
Project Management Team Leader
Cambridge Cognition,
Cambridge, United Kingdom

Lt Col Jannie Hartzenberg, Military
Psychological Institute,
Pretoria, South Africa

Miss Celeste Combrinck,
Centre for Educational Assessment, University
of Pretoria