**ARIANE**

Email Address: ariane.347590@2freemail.com

**Summary of Qualifications:**

* Strong accomplished experience in healthcare improvement and strategic planning
* Strong accomplished experience in clinical trials
* Sound knowledge in medical terminology and pharmacy practice
* Extensive experience in delivering various trainings to hospital and corporate staff
* Trained in data collection, analysis, project management, manpower and resource planning
* Proficient in computer programs and applications
* Excellent business communication skills

**PERSONAL INFORMATION**

**Date of Birth**: September 12, 1987

**Gender**: Female

**Nationality:** Filipino

**Professional License:** Philippine Regulatory Commission (PRC) Registered Pharmacist

Has valid Philippine driving license

**WORK EXPERIENCE**

**Summary of Work Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Position** | **Company** | **Country** |
| 18-Nov-12 | present | Data Analyst/Coordinator/Executive Assistant | Hamad Medical Corporation | Qatar |
| 06-Mar-12 | 03-Nov-12 | Clinical Pharmacist | Ospital ng Makati | Philippines |
| 07-Jul-10 | 06-Mar-12 | Jr Clinical Research Associate | Novartis Healthcare Philippines | Philippines |
| 08-Sep-09 | 06-Jul-10 | RND Pharmacist | Euro-Med Laboratories, Phils | Philippines |

MOST RELEVANT EXPERIENCE:

1. **CLINICAL RESEARCH ASSOCIATE (JCRA)**and **CERTIFIED ELECTRONIC DATA CAPTURE (EDC) TRAINER**

Duration: 07 July 2010 – 06 March 2012

Company: Novartis Healthcare Phils, Inc. – Makati City

01 November 2010 – 06 March 2012

LBP Service Corp (outsourced by Novartis Healthcare Phils) – Makati City

07 July 2010 – 31 October 2010

Department: Vaccines and Diagnostics

Industry: Pharmaceutical/Research and Development

Location: Makati City, Philippines

**Job Summary**: Selection and starting up of Clinical Trial sites, Training of site staff, Facilitating and monitoring conduct of study, as well as closure of Clinical Trialsites according to project schedule

**Major Responsibilities:**

* Conducts pre-study visits and meetings with potential investigators to discuss research proposals/protocols
* Reviews study related documentation for compliance with SOPs and ICH-GCP Guidelines, particularly Regulatory / Ethics Committee review and approval, CVs, drug accountability, translations, SAE reports, etc.
* Prepares documents and coordinates with regulatory team for Philippine FDA submission and approval
* Follows up requests for clarifications, supplementary information, distribution of newsletters and review approval of protocol amendments, financial disclosures (FDA form 1572), Clinical Investigator Brochure revisions, translations etc.
* Conducts training on Protocol, obtaining Informed Consent (ICF), filling of Case Report forms (CRFs) in Oracle Phase Forward database, Investigational Product handling and Safety Reporting (including Serious Adverse Events (SAEs)) to Investigators and site staff
* Performs regular site visits to ensure that the study is in compliance with the protocol as well as with ICH-GCP and regulatory authorities guidelines, and validates site data by performing  Source Data Verification, accountability for study drug (Investigational Products) and serum samples and other trial materials
* Alerts Medical Director and Project Manager immediately on receipt of SAE report from study site, prior to forwarding to the Pharmacovigilance Team
* Responsible for the preparation, collection and distribution of trial master file documents and maintenance of investigator study file
* Updates global study databases and local trackers especially for SAEs
* Ensures closure and resolution of action items and issues, as well as supervise the return of excess investigational products and other trial materials prior to close out visit
* Provides EDC (Inform 4.6 and 5.0) training to colleagues, investigators and site staff

**Key Achievements:**

* Simultaneously carried outselection, start-up and monitoring of 2 clinical trial sites for a Phase 3 pediatric flu vaccine trial which has both enrolled over 300 subjects each (almost 30% of global overall count) after which regular blinded monitoring visits have been conducted
* Efficiently conducted simultaneous unblinded monitoring activities across 7 sites (over 2000 subjects) for another Phase 3 pediatric flu vaccine trial
* Has experienced internal audit (with no critical finding) and mock inspections
* Successfully trained site staff (doctors, nurses, medical technologists, administrative staff) and colleagues regarding the use of Electronic Data Capture software Inform 4.6 and 5.0
* Two-time recipient of *Crystal Award* for excellent contributions, Novartis Vaccines and Diagnostics (June and September 2011)

OTHERS:

1. **DATA ANALYST/COORDINATOR/EXECUTIVE ASSSISTANT**

Duration: May 2015 – present

Company: Hamad Medical Corporation

Department: Hamad Healthcare Quality Institute

Industry: Healthcare/Medical

Location: Doha, Qatar

**Job Summary**: Development, planning, coordination and implementation of project tasks from initiation thru implementation and post-implementation; business development and strategy

**Major Responsibilities:**

* Proactively coordinates all aspects of the project, determine new ways of project development and tokeep the Project Manager well informed of any updates
* Liaises with senior clinical and administrative staff in the hospitals
* Utilizes applications such as MS Project and MS Excel to develop and maintain a detailed project schedule which includes administrative and site tasksinvolved in the project as well as action trackers, risk and issues log
* Carries out project management activities such as conducting background and scope research, preparation of scope documents and other reports for programs and projects of the department and creating presentations regarding the same
* Sets up and maintains project documentations in the Sharepoint site
* Prepares project-related written communications and documentations in a professional manner
* Maintains a filing system to facilitate complete and current project documentation
* Performs other duties such as organizing workshops, meetings and other events, as necessary

**Key Achievements:**

* Part of the team of organizers of the 2016 Middle East Forum on Quality and Safety in Healthcare
* Part of the team who delivered Project Server – an MS Sharepoint-based project management tool to the Hamad Healthcare Quality Institute
* Performed current state analysis of Heart Hospital OPD and Diagnostic Servicesthrough stakeholder engagement and data collection
* Led a team of analysts and project officers in conducting patient experience interviews in 3 of the biggest hospitals under Hamad Medical Corporation for the patient experience improvement project of CHI
* Co-organized two (2) Surgery Transformation workshops involving surgeons from different specialties across the Corporation
1. **DATA ANALYST cum PROJECT OFFICER**

Duration: 18 November 2012 – May 2015

Company: Hamad Medical Corporation

Department: Center for Healthcare Improvement

Industry: Healthcare/Medical

Location: Doha, Qatar

**Job Summary**: Collection and analysis of various types of data depending on the research project, performing functional assistance to various projects in all stages i.e. initiation thru implementation and post-implementation

**Major Responsibilities:**

* Performs data collection and analysis of trends and patterns
* Carries out project management activities such as conducting background and scope research, preparation of scope documents and other reports for multiple improvement programs and projects of the department and creating presentations regarding the same
* Sets up and maintains project documentations in the Sharepoint site
* Prepares project-related written communications and documentations
* Provides support to Executive Director and Assistant Executive Director throughmanaging their schedules and booking appointments,maintaining and filing important documentations, preparing memos and other written communications as well as presentation slides for executive meetings
* Provides support to multiple project teams in the department
* Performs other duties such as organizing workshops and other events, as necessary

**Key Achievements:**

* Co-organized a workshop for the Ambulatory and Minimally Invasive Surgery (AMIS) program (Now Ambulatory Care Center – ACC) attended by surgeons from various specialties across Hamad General Hospital
* Co-organized a corporation-wide workshop for the Complaints Management System Transformation program which was attended by clinicians, medical staff and senior executives across Hamad Medical Corporation
* Arranged Program Board meetings for the Complaints Management System Transformation program and prepared all documentations such as attendance sheets and meeting agenda, and carefully notedthe minutes and action points
1. **CLINICAL PHARMACIST**

Duration: 06 March 2012 – 03 November 2012

Company: Ospital ng Makati

Department: Pharmacy

Industry: Healthcare/Medical

Location: Makati City, Philippines

**Job Summary**: Prevention and Intervention of medication errors and adverse drug events, ensuring safe and effective use of medications, and preparation and checking of unit dose drug delivery systems

**Major Responsibilities:**

* Reviews and approves medication orders from physicians or nurses for processing in the Out-sourced pharmacy
* Checks and dispenses medications for unit dose drug delivery system (UDDDS)
* Reviews patient medication charts for possible drug duplications, interactions and adverse drug reactions and discusses these with physicians
* Provides information and advice regarding drug interactions, compatibilities, side effects, dosage, and proper medication storage
* Generates medication error reports as well as drug interactions screened/intervened
* Collects relevant data for future research studies such as antimicrobial consumption, drug interactions, adverse drug reactions, and other medication errors
* Contributes in the preparation of Hospital Drug Formulary
* Participates in case studies initiated by the Pharmacy Manager
1. **RESEARCH AND DEVELOPMENT PHARMACIST**

Duration: 08 September 2009 – 07 July 2010

Company: EuroMed Laboratories Phils.

Department: RND

Industry: Pharmaceutical/Research and Development

Location: Mandaluyong City, Philippines

**Job Summary**: Formulation, Stability and Bioequivalence Studies, Pharmaceutical Assaying

**Major Responsibilities:**

* Conducts research on formulation and generic availability
* Together with the team, organizes, designs and executes experiments to support product development
* Performs assays involving titrations and use of instruments such as UV Spectrophotometer, Polarimeter, Atomic Absorption Spectrometer, Dissolution Apparatus
* Conducts stability studies and other product development experiments to support commercial scale up
* Assists in writing and reviewing technical documents including protocols, reports, SOPs, specifications and other necessary technical documents

**INTERNSHIP**

**Manufacturing Pharmacy Internship**

Euro-Med Laboratories Phils, Inc

Km 36 Emilio Aguinaldo Highway, Dasmariňas, Cavite

March 2008-April 2008

**Hospital Pharmacy Internship**

Nueva Ecija Doctors’ Hospital Inc.

Maharlika Highway, Cabanatuan City, Nueva Ecija

November 2008-January 2009

**Community Pharmacy Internship**

Mercury Drug Corp

Burgos Ave, Cabanatuan City

May 2007-June 2007

**EDUCATIONAL BACKGROUND**

Education Level: Professional License

Education Field: Pharmacy/Pharmacology

Course: BS Industrial Pharmacy

School/University: University of the Philippines Manila

Location: Manila, Philippines

Date: 2004-2009

**AWARDS AND ACHIEVEMENTS**

* Two-time recipient of *Crystal Award* for excellent contributions, Novartis Vaccines and Diagnostics (June and September 2011)
* Passer (86.4%), Philippine Pharmacists Licensure Examinations (January 2010)
* Philippine Pharmacists Association Academic Excellence Award (2009)
* Salutatorian, Catanduanes National High School (2004)

**AFFILIATIONS AND POSITIONS HELD**

* General Secretary, *Federation of Junior Chapters of the Philippines Pharmacists Association* (FJCPPhA), 2008-2009
* Secretary for Internal Affairs, *University of the Philippines Pharmaceutical Association* (2008-2009)
* 4th Yr Batch Representative, *University of the Philippines Pharmaceutical Association* (UPPhA), 2007-2008
* Top 5, BS Industrial Pharmacy Batch 2009, AY 2005-2006
* Member, *Progressive and Responsive Organization of Pharmacy*, 2006-present
* Member, Ugnayan ng Pahinungod, 2005-present

**SEMINARS AND TRAININGS**

*Third Qatar Sepsis Symposium – 6hrs Continuing Professional Development (CPD)*

Medical Education, HMC

September 26, 2016

*Effective Business Communication Skills Learning Session*

Hospitality Training Department, HMC

June 1, 2016

*Middle East Forum on Quality and Safety in Healthcare 2016 - Organizer*

Hamad Healthcare Quality Institute

May 13-15, 2016

*HMC Intellectual Property and Innovation Workshop – 3 CE*

HMC Academic Health Systems in partnership with Qatar Foundation

April 25, 2016

*Infection Prevention and Control*

Hamad International Training Center

January 02, 2016

*Major Incidents*

Hamad International Training Center

December 31, 2015

*Fire Safety*

Hamad International Training Center

December 30, 2015

*Environmental Safety*

Hamad International Training Center

December 27, 2015

*Annual Research Day 2015*

HMC Medical Research Center

December 01, 2015

*Sharepoint Fundamentals Training*

Hamad Healthcare Quality Institute

November 15, 2015

*Root Cause and Systems Analysis - 1.25 CPHQ CE*

Institute for Healthcare Improvement

November 26, 2014

*Teamwork and Communication - 1.00 CPHQ CE*

Institute for Healthcare Improvement

November 20, 2014

*Human Factors and Safety - 1.00 CPHQ CE*

Institute for Healthcare Improvement

October 26, 2014

*Fundamentals of Patient Safety*

Institute for Healthcare Improvement

October 26, 2014

*Becoming a Leader in Health Care - 1.50 CPHQ CE*

Institute for Healthcare Improvement

June 30, 2013

*Introduction to Patient Safety - 1.50 CPHQ CE*

Institute for Healthcare Improvement

June 30, 2013

*Putting It All Together - 1.00 CPHQ CE*

Institute for Healthcare Improvement

June 30, 2013

*The Human Side of Quality Improvement - 1.25 CPHQ CE*

Institute for Healthcare Improvement

June 30, 2013

*Measuring for Improvement - 1.00 CPHQ CE*

Institute for Healthcare Improvement

June 27-28, 2013

*The Model for Improvement: Your Engine for Change - 1.00 CPHQ CE*

Institute for Healthcare Improvement

June 16-26, 2013

*Fundamentals of Improvement - 1.25 CPHQ CE*

Institute for Healthcare Improvement

June 19-24, 2013

*Implementation of Administrative Order No. 56, series 1989 Licensing of Drug Outlets*

Food and Drug Administration

Alabang, Muntinlupa City

June 15, 2012

*Inform 4.6 Train the Trainer Course*

Oracle/PhaseForward

Makati City

December 5-7, 2010

*Good Clinical Practices*

Research Institute for Tropical Medicine

Alabang, Muntinlupa City

August 4-6, 2010

*Dangerous Goods Regulations*

World Courier

RITM, Alabang, Muntinlupa City

August 11, 2010

*Seminar on “Overview of Community Based Education”*

National Teacher Training Center for the Health Professions (NTTC-HP)

UP Manila, Manila

June 30, 2008

**PUBLICATIONS**

Salenga, R.L., Gicale, A.D., Paraiso, W.K.D., and Sotong, C.J.T., 2009. Community-Oriented Pharmacy Education: A Study On Curriculum and Instruction, Faculty Preparedness, and Student Perspective in Selected Philippine Pharmacy Schools. Malaysian Journal of Pharmacy 1 (7).

**ORAL / POSTER PRESENTATIONS**

Salenga RL, Gicale AD, Sotong CJT, Paraiso WK. *Community orientation in pharmacy education: perspectives from selected Philippine pharmacy schools*. 4th Asian Association of Schools of Pharmacy-9th Malaysian Pharmaceutical Society Pharmacy Scientific Congress, Penang, Malaysia. 11 June 2009. [Oral Presentation]

Salenga RL, Gicale AD, Paraiso WKD and Sotong CJT. Community Oriented Pharmacy Education: Perspectives from the Academe. *2nd Philippine Pharmaceutical Research Congress*. Manila, Philippines,5-6 December 2008. [Poster Presentation]

Salenga RL, Gicale AD, Paraiso WKD and Sotong CJT. Pharmacists and Public Health: Students’ Perceived Roles and Perspectives on Academic Training. *2nd Philippine Pharmaceutical Research Congress*. Manila, Philippines, 5-6 December 2008. [Poster Presentation]

**THESIS COMPLETED**

Gicale, A.D., Paraiso, W.K.D., and Sotong, C.J.T., 2009. *Community-Oriented Pharmacy Education: A Study on Curriculum and Instruction, Faculty Preparedness, and Student Perspective in Selected Philippine Pharmacy Schools*. Thesis (BS). Manila: University of the Philippines Manila, College of Pharmacy.

**OTHER SKILLS AND QUALIFICATIONS**

* Proficient in MS Office: MS Project, MS Visio, MS Excel, MS Word, MS PowerPoint
* Possess strong management and leadership skills
* Fast-learner and able to work with minimum supervision
* Flexible in any task assigned
* Team-oriented, with good interpersonal skills
* Has knowledge on the use of instruments such as polarimeter, atomic absorption spectrometer, UV Spectrophotometer, Dissolution Apparatus

**CHARACTER REFERENCES**

References available upon request.