

Personal profile

Name, Surname – Julia Zubkova

Birth date and place – 15.11.1994 Moscow, Russia

Marital status – single

Contact mobile - 7 (909) 943-63-20

Education

2012 – 2016- Moscow Pedagogical State University (Linguistics: theory and methods of teaching foreign languages). Degree: Bachelor

Work experience

2015-2017 – Tutor of foreign languages and Russian Literature

2017- 2023 – Medical Department Coordinator at Lilly Pharma Ltd

Languages

Russia – Native

English – Upper-intermediate

German – Pre-intermediate

Experience

1. Administrative/Coordinative duties:

- Shopping Carts' creation in SAP & Ariba;
- Contracts' approvals and control in C3;
- PEM/Veeva Vault approvals (promo & non-promo materials, Job Descriptions, OrgCharts);
- Organization meetings for the department;
- Organization educational meetings with HCPs (advisory boards, speaker trainings, sponsorships, webinars, educational events, round tables, coordinate boards, master classes, preceptorship programmes) online and offline (coordinating travel process, documents);
- Vendor creation/modification and full check in Vendor Master Data & Aravo;

- Payments' process and control;
- Advanced Reports' support (Concur);
- Securimate usage (Creation and process requests of Donation and TPOs – Anti-Corruption Due Diligence);
- Diadoc system (uploading, signing and control e-documentation);
- Trainings for the department (Lunch and learns regarding procedures' updates, upcoming audits, Speak ups, Quarter Resultative topics);
- Review procedures;
- RIM steward function (informing regarding clean up days, control documentation and send it to OSG archive);
- DocuSign usage (signing e-documentation support for HCPs);
- Budget support (Budget reviews, TLE plans' creation and control).

2. **Projects:**

- Donation project (lead the whole process from the request till the shipment);
- Medical information (HCPs' and customers' support regarding any medical data, questions – from requests till responses, using Global Customer Connect system). Literature screening is included as a part of this project;
- Investigator Initiated Trials – I have an experience of 2 IIT programmes;
- Named patient use programme (NPU) – any technical and medical support;
- Patient support programme (PSP) – any technical and medical support.

Personal and professional skills

- Hard-working, energetic and able to meet deadlines;
- Friendly and open-minded;
- Approachable and patient;
- Exemplary planning and organizational skills;
- Committed to excellence;
- Active listening skills;
- Communication skills;
- Customer service skills;
- Problem-solving skills;
- Flexibility;
- Critical Thinking Skills;
- Team- player;

- Emotional Intelligence;
- Attention to Detail;
- Responsible;
- Computer skills –MS Office, SAP, Salesforce (C3, Mercury, etc.), ARIBA, ARAVO, Securimate, DiaDoc, PEM, VeevaVault, Concur, Vendor Master Data, creation of the department page at company’s site;
- Fond of learning foreign languages (Turkish & Georgian- Elementary);
- Hobbies – reading, writing, dancing (Georgian National dances), skiing, travelling, playing the Georgian instrument, fond of ceramics.