







# DANIELA MĂRĂCINE

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## PROFESSIONAL SUMMARY

Adept at delivering process improvements that increase efficiencies and performance. Organized and articulate with excellent troubleshooting abilities.

## WORK HISTORY

### PROCESS IMPROVEMENT SPECIALIST , 07/2022 - Current

#### **AstraZeneca Pharma SRL**, Bucuresti

- Supporting and improve activities and processes in the medical affairs department, according to AstraZeneca's standards and procedures
- Ensuring that process documentation is correct, complete and of strict accuracy
- Activating and updating vendors in internal systems (SAP, Reltio, Veeva);
- Verification of services and costs established within projects / non-interventional studies, initiating contracts with suppliers and maintaining collaboration in order to deliver high-impact solutions.
- Providing support to the team in order to establish work processes and check the status of activities periodically
- Maintaining a close relationship with other departments (Procurement, Legal, Finance) to ensure continued enhancements.
- Tracking payments and making monthly accrual; solving non-payment situations identified;
- Promote constant improvements in work processes and unified efforts from multiple departments towards business developments.
- Supporting governance and ways of working trainings

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### MEDICAL ADMINISTRATIVE PARTNER, 06/2018 - 07/2022

#### **AstraZeneca Pharma SRL**

- Support for organizing investigator's meetings;
- Searching for existing vendors in SAP, making the necessary changes or creating new doctor or general vendor according to the specific papers and contracts;
- Preparing documents (template, PO/FIPs, contracts) and following payments for Advisory Boards and Scientific Events;
- Cooperating with necessary vendors for ensuring good development of different types of medical events within the deadline;
- Support for sponsorships/donations requests in Medical Department;
- Support for Non-Interventional Studies implemented by medical team:

collaboration with GCP - Champion & NIS owners; preparing NISs contracts and following payments in line with local procedures for each study; maintain relationship and agreement with relevant vendors;

- Control expenses;

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**DIRECT SALES AGENT**, 10/2017 - 06/2018

**Raiffeisen Bank**, Bucuresti

- Assesses competitors by analyzing and summarizing competitor information and trends;
- Identifying sales opportunities;
- Develop sales opportunities by researching and identifying potential accounts;
- Contacting leads and setting up appointments to present company products;
- Preparing sales proposals for potential buyers; - Completing regular sales reports specifying the number of sales made;

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**BANK OFFICER**, 02/2016 - 07/2017

**Raiffeisen Bank**, Bucuresti

- Build positive working relationship with existing customers for repeat businesses; - Work with management to develop customer retention and outreach strategies; - Work in compliance with bank polices and procedures; - Maintain customer accounts, make sales calls to customers and identify cross-sell opportunities; - Provide support to personal banking department when needed;

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**SKILLS**

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| <ul style="list-style-type: none"><li>• PERSONAL SKILLS</li><li>• Empathy;</li><li>• Facility management</li><li>• Operational support</li><li>• Logistical planning</li><li>• Financial risk analysis</li><li>• Strategic planning</li><li>• Supply negotiation</li><li>• Contract management</li><li>• Strategic research</li><li>• Business Process Analysis</li><li>• Operations management</li><li>• Process improvement solutions</li><li>• Confidence;</li><li>• Clarity;</li><li>• Concision;</li><li>• Listening;</li></ul> | <ul style="list-style-type: none"><li>• Nonverbal communication;</li><li>• Planning of workflow;</li><li>• Measuring and documenting results for a group or department;</li><li>• Teamwork;</li><li>• Active listening;</li><li>• Public speaking;</li><li>• Relationship building;</li><li>• Personal ethics;</li><li>• Goal-oriented;</li><li>• Punctuality;</li><li>• Proactive attitude;</li><li>• Data analysis;</li><li>• Confidence</li><li>• Digital skills</li><li>• Communication</li><li>• Problem-Solving</li></ul> |
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**EDUCATION**

**Bucharest University of Economic Studies**, Bucharest, Romania, 10/2019 - 05/2022

**PhD: Economics**

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**Bucharest University of Economic Studies**, Romania, 10/2016 - 05/2018

**Masters Degrees: Project Management**

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**Bucharest University of Economic Studies**, *Bucuresti, Romania, 10/2013 - 05/2016*

**Bachelor's Degree: Economic Sciences**

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**'Mihai Eminescu' National College**, *Buzau, Romania, 09/2009 - 05/2013*

Mathematical-Informatics