

Contact
1165532411
tatiana.naon99@gmail.com

PROFESSIONAL PROFILE

Nutrition University Student (4th grade), looking forward an opportunity to develop my abilities and knowledge, in any related Medicine industry company with the commitment to provide an immediate value to the organization.

Experienced custom service representative with ability to connect with people and understand their wants, needs, and desires and delivering extraordinary service on every interaction.

SKILLS

GCP training (NIDA) – Office suite

IDIOMS

English - Bilingüal (PET- FIRST- CAE)

LINKEDIN

http://linkedin.com/in/tatiana-laura-naon-3877171b9

PERSONAL DATA

DNA 41.966.238

Adress: Monseñor Alberti 477
San Isidro- Buenos Aires

TATIANA LAURA NAÓN

EDUCATION

03/2017 - present

School of Medicine, Buenos Aires University (UBA)

4th year's undergraduate for B.Sc. Nutrition career.

03/2011 - *11/2016*

St. Trinnean´s School, San Isidro, Buenos Aires

Bachelor of Science, Social Sciences Bilingual (Spanish/English).

EMPLOYMENT BACKGROUND

07/ 2021 - present ***Business Development Assistant (BDA),Activa-Cro.***

Provide assistance to CRAs. Translation of documents, quality control of translations protocol,IB, letters, ICF. CTMS: Intermediate knowledge of Veeva Vault for efficient management of clinical trials, including configuration and utilization of key functionalities. Preparation of regulatory package and ISF. Logging, filing and copying of clinical regulatory and other documents. Attend company meetings, complete timesheets and training documentation. Undergo CRA training activities. Timely completion of all administrative tasks (e.g. calendar, expense reports, time entry, trainings) Attendance /participation of "ACTIVACRO's Continuous Trainings"

Special Knowledge on ICH, GCP, ANMAT regulations, General knowledge of Office Tools, Ms. Teams, Zoom,Google Meet, Jitsi Meet

2019 /12 – 2020 03 ***Joe & the Juice, London UK***

The duties developed included customer service, taking the till, expedited problem resolution, store organization.

2018- 2020 ***Administrative procedures assistant for law firm, Buenos Aires***

Principal assignment: following up procedures related with the National Registry of Motor Vehicles