

# SOFIA SHIMIZU BLANCO

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## EDUCATION

- Keck Graduate Institute (KGI)** May 2022  
**Master of Business and Science**  
*Relevant courses: Pharmaceutical Development, Business Operations, Managing Strategic Alliances*
- Pontificia Universidad Católica del Perú** Nov 2018  
**Bachelor of Industrial Engineering**

## WORK EXPERIENCE

- Amgen Inc.** Sept 2022 - Sept 2023  
**Project Management Senior Associate** | Thousand Oaks, CA
- Collaborated in defining 2023 corporate goals and selected high-impact projects to increase productivity through project management strategies and workshops.
  - Supported corporate projects by creating project plans, dashboards, and WorkApps through smartsheet in collaboration with multidisciplinary teams, improving visibility and reaching successful outcomes faster.
  - Created and executed a process to verify that GMP products/services are purchased through the correct suppliers to avoid any claims during the audits and inspections.
- Keck Graduate Institute** Jan 2022 - Sept 2022  
**Coordinator Assistant** | Claremont, CA
- Managed vendor relationships, purchases, and laboratory supply planning and optimizing project's budget.
  - Coordinated and revised with the finance department the monthly invoices for expense reports to investors and audits.
  - Engineered a mobile application to improve management's day-to-day organizational capability as purchases and inventory
- City of Hope** Jun 2021 - Aug 2021  
**Business Development Intern** | Duarte, CA, US
- Led 3+ market research projects in oncology supporting company's drug pipeline strategy and successful financial agreements
  - Developed presentations and financial analyses for strategic discussions with BD leadership and stakeholders
  - Designed action plan, tasks, required resources, and defined key milestones optimizing cross-functional teamwork
- Bitel SAC** Feb 2020 - Sept 2020  
**Marketing Assistant** | Lima, PE
- Developed marketing monitoring and reporting programs to measure KPIs related to project success and customer acquisition
  - Led loyalty program and communication action plans that improved coupon redemption rates by 105%
  - Managed and led a debit automation project to improve the productivity of bill collection processes
- Real Systems SAC** Mar 2019 - Jun 2019  
**Project Coordinator Assistant** | Lima, PE
- Spearheaded the kick-off of the customer support program for a B2B software company
  - Implemented a new documentation process flow, reducing turnaround time for submission by 40 minutes
  - Organized, facilitated, and monitored the training service for clients that purchased Real Systems software

## RELEVANT PROJECTS

- Atara Biotherapeutics** Sep 2021 - May 2022  
**Project Management Graduate Student Consultant-KGI** | Thousand Oaks, CA
- Developed strategies and frameworks to improve operational excellence with smart goals, scrum, lean sigma, OKRs, and OGSM
  - Executed stress tests on projects to demonstrate which technologies and tools best fit for continuous improvement needs
  - Proposed technologies and innovative best practices optimizing early and rapid adoption by employees

## LEADERSHIP AND AWARDS

- 2021 | **Best Business Plan Competition Award**, Keck Graduate Institute
- 2020 | **Public Relations Chair**, Organization: National Organization for Rare Disorders Club
- 2019 | **KGI Global Scholarship**

## SKILLS AND COMPETENCES

**Skills** | Problem solving | Critical thinking | Leadership

**Languages** | Spanish

**Software** | MS Project Professional | Microsoft Offices | Tableau | Microsoft SQL Serve | Qlik | Smartsheets | MS Team | Power BI