

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 the definition of 2023 corporate goals and selected high-impact projects to increase productivity through project management strategies and workshops.
- Supported corporate's projects by creating project plans, dashboards, and WorkApps through smartsheet in collaboration with multidisciplinary teams, improving visibility and reaching successful outcomes faster.
- Coordinated weekly project meetings and agendas, and defined to-do lists and follow-up tasks with stakeholders for key projects

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