

María del Rocío Molina Cordero

Tel (506) 2261 4815

Cel (506) 8309 9919

e-mail:molinar3940@gmail.com

Professional Experience as Translator**Since 2000– to date: Freelance translator**

I have been working as freelance translator for different companies and institutions such as Edu-pharma and Web.comm, translating from English to Spanish. I have done also transcriptions of videos, review of webinar scripts and documentation from webinars on medical and scientific topics.

As part of my work as Administrative Assistant, and Project Manager in a big pharmaceutical company, I have also experience on translation, review and edition of clinical trials documentation such as protocols, informed consent forms, investigators brochure, informative brochures, etc., as well as different types of documents such as contracts, marketing plans, budget support materials, etc.

Professional Experience**Since May 2015 – Executive Assistant Peace Corps Costa Rica- U.S. Government Agency**

Executive assistant to Peace Corps Country Director and to the Director of Programming and Training. I provide administrative support for both concerning coordination of agendas, scheduling of appointment and meetings, travel arrangements, expenses reports, organization and coordination with US Embassy. Also, I am in charge of correspondence and translation of key documentation on shared with U.S. government and Peace Corps headquarters in Washington.

2007- 2013: Project Manager**Roche Servicios S.A., Pharma Development Operations (PDO)****(Affiliate to F. Hoffmann-La Roche, Switzerland)**

- As part of my role as Project manager, I had to review, edit and make localization of documentation required for clinical trials such as clinical trial protocols, informed consents, Standard operation procedures (SOPs) , quality reports, drug safety information brochures, investigator's brochures, etc.
- Accountable for Study Planning, Study Implementation, Conduct, and Study Closedown and assurance of compliance and quality in front of the corporate international study team.
- Responsible of negotiation of budgets for Oncology projects with Key opinion leaders and physicians

2001-2006: Clinical Trial Monitor

- Responsible to coordinate with investigators and site personnel organizing administrative and logistics tasks, and coordination with the site of all administrative and regulatory aspects.
- Responsible of site monitoring ensuring compliance to the protocol and safety of the patients as per corporate guidelines and in compliance with GCP (Good Clinical Practices) and local regulations.

1993- 2001: Productos Roche S.A, Costa Rica. (Affiliate to F. Hoffmann-La Roche, Switzerland)

- **Administrative Assistant to Biotechnology Unit Managers:** administrative tasks including budget control, expenses account control, contact with vendors, organization of events, travel coordination for managers and unit representatives, archiving and handling of documentation, travel arrangements: schedules, hotel and

transportation reservations, coordination of agendas, etc. Also, I had to prepare and translate meetings materials and presentations used for initiation and launch of new products.

- **Administrative and Logistics Coordinator- Roche México Affiliate** on logistics matters, site feasibilities, regulatory affairs, etc., to develop new sites for clinical trials in Central America. In this position, I had to compile information about local regulations from each country and prepare reports for Roche Mexico. I had to ensure and to document that sites counted on trained staff and appropriate facilities and equipment, as well as collecting and providing strong statistical data concerning different therapeutic areas such as oncology, rheumatology, endocrinology, etc.

1991- 1993: Geest Caribbean Americas S.A.

- As RRHH administrative assistant I provided administrative support for both Local Human Resources Director and to Regional Human Resources Director concerning coordination of agendas, scheduling of appointments, travel arrangements, expenses, prepare presentations in English and Spanish for Directors; organize meetings with internal and external clients, etc. Also it was my responsibility archiving and handling of documentation and electronic documents with sensitive confidential information from headquarters in England.

Education

- B.A. in English, University of Costa Rica, 1990
- Master of Arts in English-Spanish Translation, 2014, Universidad Nacional
- Master on Administration of Health Services, 2005, Universidad Estatal a Distancia
- Training on Project Management

Courses and trainings

- Leadership, September 2012
- Project Management , November 2011
- Direct Leadership: "Directivo Coach: la expansión del capital humano, Heredia, April 2010.
- Administration/Managing of Projects , San José, Asesorías Creativas, June 2008
- SDL Trados 1 and 2

Skills

- Fluent in English and Native Speaker in Spanish
- Excellent proficiency of medical and pharmaceutical area especially in clinical studies
- Excellent skills on Microsoft Office, Windows 8, Outlook, , Publisher, and Mailchimp, and Asana.
- Used to work under pressure
- Solid organizational and coordination skills
- Strong skills working with people from different cultures and languages.

Memberships

- ProZ profile : <http://www.proz.com/profile/1833473>
- Member of ACOTIP (Asociación Costarricense de Traductores e Intérpretes Profesionales), Costa Rica.