

Imanta Molter

Falltorstraße 30A
64584 Biebesheim

☎ +49 (0)171 99 505 41
e✉ imanta.molter@gmail.com

Curriculum Vitae



Name	Imanta Molter
Date of birth	12. May 1975
Place of birth	Liepāja, Latvia
Nationality	German
Marital status	Two children

Professional Experience

01/2021

AUV Manager

- auditing research and development institutes (e.G. CRO´s)
- preparation of audit reports
- monitoring corrective and preventive actions
- CRO compliance assessment according to ISO, FDA, OECD, GLP, AAALAC, ILAR, IEO, EU ETS123 Regulation, etc.
- Development of standard operating procedures
- Development, maintenance and administration of compliance tools (Track Wise, IRIS, Jira, VEEVA Vault)

08/2019-12/2020

Biopharma Global Chemical & Preclinical Safety

- Establishing of the process and managing the vendor management within the CPS function
- Ensuring suitable qualification and requalification measures as well as vendor oversight in cooperation with RDQ and AS&W
- Creation, storage and administration of documents for the qualification of vendors, especially technical assessments, in cooperation with internal business partners
- Selection and/or contracting of CROs or external experts in cooperation with the CPS department and partner functions (purchasing, legal, AS&W, RDQ)
- Preparation and review of Confidentiality Disclosure Agreements (CDA, Consultant agreements) with CROs and external experts until they are ready to be signed
- Request and comparison of service / study orders
- Budget / cost control of externally conducted studies and tracking of outsourced studies, activities and costs including interaction with external contractors
- Maintaining the CPS vendors list
- Ensuring the archiving of data at the CRO or alternatively transfer and archiving of data at the test facility (or at the external GLP Archive Provider ZAS)
- accompaniment of audits to vendors and performance of the role of an Audit Response Coordinator (follow-up of CAPAs)
- Participation in and organization of project meetings with reference to vendors

- Creation and maintenance of SOPs regarding vendor management and subordinate process steps (e.g. monitoring)

07/2017 – 07/2019 Compliance Specialist, LE-Group Legal & Compliance

- Administrative support of the Compliance Investigations & Case Management team
- Development, maintenance and administration of compliance tools (BKMS, IRIS, Xcitec, Catalyst)
- Business Partner Risk Management
- Technical support of the global compliance community regarding compliance tools
- Preparation of compliance tool reports and analytics, presentations and training materials
- Support of Case Investigations

12/2012 – 06/2017 Trade Compliance Specialist, EQ-C

- AEO (Authorized Economic Operator) monitoring and analytics, interface communication
- Maintenance of subsidiary AEO certificates
- Energy tax reimbursement applications
- Electricity tax reimbursement applications
- Support of subsidiaries regarding electricity tax
- Support of authorities during customs audits
- Calculating of duty taxes
- Foreign trade statistics

08/2006 – 11/2012 Assistant to the Head of Export Control & Customs Regulations

- SAP GTS (Global Trade System): data harmonization with the EU sanctions list
- Foreign trade statistics
- General office support
- Energy tax reimbursement applications
- Electricity tax reimbursement applications
- Preparation of training materials and presentations
- Calculating of duty taxes
- Budget planning and controlling

03/2006 – 08/2006 Personal Assistant to the Head of Life Science Materials

- Preparation and organizational transfer of employees of the Pigment division
- Serono acquisition: support in the integration project
- General office support

08/2005 – 03/2006 Translation Agency Yalcin Cingir

- Translator and interpreter for industry, authority, court, and private customers
- Enlargement of customer base

10/2004 – 08/2005 Family Leave

08/2004 – 10/2004 Merck KGaA, Darmstadt

Assistant to the Head of Strategic Innovation

- Preparation and tracking of contracts
- Processing of market studies
- General office support

01/2001 – 08/2004 Family Leave

07/2000 – 01/2001 Internal Medicine Practice Dr. K. Becherer, Darmstadt

- Preparation of medical reports
- Preparation of physician's letters
- General office support

10/1997 – 07/2000 Family Leave

11/1994 – 10/1997 Law Firm Pomerancis & Kreics, Latvia

- Preparation and drafting of corporate documents
- Preparation of founding agreements for e.g. limited companies or stock companies
- General office support

10/1993 – 11/1994 Family Leave

01/1992 – 10/1993 Paediatric Hospital, Liepāja, Latvia

Auxiliary nurse

09/1990 – 01/1992 Tuberculosis Hospital, Liepāja, Latvia

Auxiliary nurse

Professional Trainings

- 03/2016 – 02/2017 Corporate Compliance Professional (CCP)
Frankfurt School of Finance and Management
- Since 09/2019 Graduate in Law (Bachelor, sec. university examination)
Business School TURIBA, Rīga, Latvia
Distance learning university – eLearning
- 09/2011-07/2015 Diploma in Law (first university examination)
EDU University, Rīga, Latvia
Distance learning university
- 08/2001 – 06/2004 Business Assistant with focus on foreign languages
Friedrich-List- Schule, Darmstadt

Further Qualifications

- Law Commercial law basics of operational investigations
- Typical corporate criminal offences
 - Offender profiles
 - Forensic investigation processes
 - Dealing with anonyme hints
 - Social engineering
 - Corruption case study
- Translator and interpreter Certified translator and interpreter for the German Federal States
- Referees:
- Judicial authorities of the Federal Republic of Germany (e.g. courts, public prosecutor's offices, police)
 - Detention authorities of the Federal Republic of Germany
 - Attorney of law Offices
 - Individuals
 - Merck KGaA
 - Heiner Verein e.V.
 - Darmstädter Initiative für Liepaja e.V.
 - Darmstadt City Council etc.
- Fact Finding Interrogation, hearing and techniques of records
- Concept of interrogation
 - Evidential value of testimony
 - Interrogation methods:
 - NLP (neuro-linguistic programming)
 - Reid technique
 - Narrative and cognitive interviews
 - Admissibility and usability of measures
 - Obtaining and handling of evidence
 - Inadmissibility of evidence
 - Employees as witnesses in criminal proceedings
- Languages Latvian native speaker
German bilingual
English business fluent

Russian second official language in Latvia
Spanish basics

IT Capabilities	Proficient in: <ul style="list-style-type: none">• MS Office• IRIS, Xcitec, BKMS• SAP ERP• SAP GTS• Catalyst
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Social Commitment

Initiative für Liepaja e.V.

Board Membership

- Identification and implementation of funding projects for charitable purposes

Socially deprived children in Latvia

Personnel sponsorship

City of Darmstadt – Office for Intercultural Relations

Voluntary interpreter

- Support of international guests and councilors from twin towns of Darmstadt

KSV 1913 Biebesheim e.V.

Table tennis coach for children and youngsters

Interests

Music	Piano
Sports	Fitness, Table tennis
Generally	B2B; compliance & security; data privacy & data security; compliance & quality, Cybersecurity and AML