**A person in a white shirt

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**ANNA TIUFIAKOVA**  
DATA ENGINEER  
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**Carrer Summary:**

* Participated in more than 30 clinical studies of I, II, III stages related to MS, Oncology, Rheumatoid arthritis, Psoriasis and other Orphan diseases.
* Dynamic and results-oriented Clinical Data Manager with 7 years of experience in managing and overseeing clinical trial data management activities.
* Demonstrate strong organizational, analytical, and problem-solving skills, with the ability to quickly learn new technologies.
* Proven track record of successfully leading cross-functional teams and ensuring the integrity, accuracy, and compliance of clinical trial data.
* Skilled in protocol development, database design, data cleaning, and regulatory compliance.
* Strong leadership abilities with a focus on driving process improvement and implementing best practices to enhance the efficiency and quality of data management activities.
* Adept at facilitating communication and collaboration with internal and external stakeholders to achieve project goals and milestones.
* Passionate about contributing to the success of clinical research projects and improving patient outcomes through high-quality data management practices.
* Familiar with SQL, SAS, java, Python.

**Education:**Bachelor of Arts (BA) in Linguistics

September 2004 - June 2010, Russia

**Data management skills:**

Annual ICH-GCP R2

SliceVault EDC

SAS automated data processing

SQL

**BIOCAD, St Petersburg, Russia**January 2016 - December 2022  
Senior Clinical Data Manager

* Designed and implemented electronic databases for clinical trials, ensuring compliance with protocol of clinical study, regulatory requirements and industry standards.
* Performed updates of database due to release of a new protocol version.
* Performed thorough development testing of the electronic Case Report Form (eCRF) prior to deployment, inclusive of creating User Acceptance Test (UAT) Plans.
* Ensured DM project deliverables are completed on time and in accordance with quality standards and requirements from study startup through study closure/archival.
* Experienced with eCRF specifications, eCRF completion guidelines, annotated CRFs, data validation specifications and data management plans.
* Generated and distributed data reports to stakeholders, including investigators, sponsors, and regulatory authorities.
* Contributed to the development and implementation of standard operating procedures (SOPs) for data management activities.
* Collaborated with cross-functional teams to implement process improvements and best practices in data management.
* Participated in study document reviews, e.g. clinical study protocols, medical data validation plan, statistical analysis plans, Mock Tables, Figures and Listings (TFL) shells.
* Managed relationships with external vendors and service providers involved in data management activities, such as CROs and data management vendors.
* Facilitated data management audits and inspections by regulatory authorities and sponsors, ensuring that all documentation and processes are in compliance with regulatory requirements.
* Conducted data cleaning activities, including query generation, resolution, and reconciliation of discrepancies and inconsistencies.
* Trained and supported junior data management staff on data management procedures and best practices.
* Trained and supported study personnel on data collection procedures, data entry, database usage.
* Performed manual testing on the database EDC updates.

**Mace Group, St Petersburg, Russia**May 2013 - Jule 2014  
Document Controller

* Established and maintained document control procedures and processes to ensure the accuracy, integrity, and security of company documents.
* Developed guidelines for implementation of the processes implemented on the Electronic Document Management System (EDMS).
* Managed the flow of documents, including creation, review, approval, distribution, and archiving, according to established protocols.
* Maintained document management systems and databases, ensuring all documents are properly categorized, indexed, and accessible to authorized personnel.
* Conducted regular audits and reviews of document control processes to identify areas for improvement and ensure compliance with regulatory requirements.
* Provided training and support to staff on document control procedures, document management systems, and best practices.
* Generated reports and metrics on document control activities, including document status, revision history, and document retrieval.
* Interpretated incoming/outcoming correspondence in English

**Kachkin & Partners, St Petersburg, Russia**January 2012 – June 2013   
Office Manager

* Provide administrative support to executives, managers, and staff, including scheduling appointments, managing calendars, and making travel arrangements.
* Prepare and distribute correspondence, memos, reports, and other documents as needed.
* Answer and direct phone calls, take messages, and respond to inquiries in a professional and timely manner.
* Coordinate meetings and conferences, including scheduling, room reservations, and preparing agendas and materials.
* Maintain office filing systems, records, and databases, ensuring accuracy and confidentiality of information.
* Assist with special projects and events, including research, coordination, and follow-up as assigned.
* Handle incoming and outgoing mail, packages, and deliveries, including sorting, distributing, and tracking as needed.
* Interpretated incoming/outcoming correspondence in English (juridical terminology).

**Northern Capital Gateway LLC, St Petersburg, Russia**March 2011 - December 2011  
Document Controller

* Assisted in the implementation and maintenance of document control procedures and systems.
* Managed document distribution and filing systems, ensuring documents were properly labeled, stored, and archived.
* Provided administrative support to document control team, including data entry, scanning, and filing.
* Assisted in the preparation and organization of documents for audits, inspections, and reviews.
* Collaborated with team members to troubleshoot issues and resolve discrepancies related to document control.
* Interpretated incoming/outcoming correspondence in English.

**Class-Assistance, St Petersburg, Russia**January 2010 - February 2011  
Insurance claims processor

* Consulted the insured on voluntary health insurance.
* Processed incoming insurance claims, including reviewing documentation, verifying coverage, and determining claim validity.
* Assisted policyholders with claim submissions and inquiries, providing timely and accurate information.
* Prepared claims reports, summaries, and analysis for management review and decision-making.
* Contributed to the development and implementation of claims processing procedures and workflows.