Kathryne Kieser

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### Professional Summary

### Adept communications and administrative professional; broad based education in communications, public policy and biological sciences.

### Summary of Qualifications

* Seven years biotech administrative experience
* Exceptional communications, writing, and editing skills
* Skilled at data collection and analysis
* Proven ability to translate complex information to lay audiences
* Project coordination and management
* Excellent organizational skills
* Experienced in Social Media

### Career Accomplishments

* Performed risk/reward assessment of and created presentation on biosimilars and biobetters for Allozyne, Inc.
* Researched and wrote assessment of global biosimilars policy and regulatory intelligence in emerging markets for Pfizer, Inc.
* Performed clinical trials research in support of a forthcoming book on cancer care
* Researched and produced regulatory intelligence reports on competing therapies in development for Hepatitis B while at ZymoGenetics. Inc.
* Coordinated collaboration project with international business partner for successful filing of Marketing Authorization Application (MAA) with the European Medicines Association (EMA) for ZymoGenetics
* Participated in the editing and submission of a successful Biologics License Application (BLA) for Recothrom (recombinant human thrombin) while at ZymoGenetics
* Assisted in researching and writing a cultural brief on Dubai for the JGS Group and the grand opening of the Burj Khalifa
* Research assistant to Professor John Gastil, Department of Communications, University of Washington; in support of his book “The Group in Society.”
* Resarched clinical trials for blood cancers for a series of white papers while at Biogen Idec.
* Facilitated requests for information from the EMA between ZymoGenetics and partner to ensure the timely response to the agency
* Assisted in the editing and submission of a successful supplementary BLA for Rituxan in Rheumatoid Arthritis while at Biogen Idec

Work Experience

2009-current: Freelance Business Researcher/Writer

* Performed risk/reward presentation on biosimilars and biobetters for small biotech start-up
* Researched global biosimilars policy and regulatory intelligence for major pharmaceutical company
* Provided business research for Communications Consultant
* Performed clinical trials research in support of a forthcoming book on cancer care

2005 to 2009: Administrative Specialist, Regulatory Affairs; ZymoGenetics, Inc.;   
Seattle, WA

* Provided administrative project support to the VP Regulatory Affairs
* Researched, edited and wrote documents for Senior Staff
* Coordinated and managed cross functional projects
* Managed budget planning and tracking

2002 to 2005: Sr. Administrative Assistant, Regulatory Affairs; Biogen Idec;  
 San Diego, CA

* Researched, edited and wrote documents for Senior Directors and submissions group
* Provided administrative and project support to the Regulatory Affairs Department
* Coordinated and managed cross functional projects
* Managed budget planning and tracking

2001 to 2002: Office Coordinator/Special Projects; Projector Doctor; San Diego, CA

* Managed office and provided project support to the owners of start-up repair company
* Gathered and analyzed sales and repair data for reports to various contracted companies
* Managed budget planning and tracking

1999 to 2001: Executive Assistant to Vice President of Operations; Proxima/InFocus Corp.   
San Diego, CA

* Created reports and analyzed data for a diverse group of departments
* Provided administrative support to VP of Operations and direct reports
* Coordinated implementation of new process documentation system
* Developed and tracked metrics reporting for Operations group

Volunteer/Community Experience

University of Washington, Communications Research Assistant: Worked as a research assistant to Professor John Gastil, Department of Communications; research assistant credit on the forthcoming book “The Group in Society.” Research focused on small groups in India and collaborative learning.

Burke Natural History Museum, Research and Teaching practicum: In support of Yellowstone to Yukon exhibit: developed and presented a family oriented program of games and activities using museum artifacts to complement information in traveling exhibit; participated in First Thursday activities and Meet the Mammals activities.

Education:

B.A. Communications and Social Sciences (dual major), University of Washington