

Katarzyna Gryta

Medical Information and AE Intake, Master of Pharmacy

📞 +48 501 581 731 📩 kasia.gryta@gmail.com 💻 <https://www.linkedin.com/in/kgryta/>

EXPERIENCE

Jun. 2025 – currently

Operations Specialist I IQVIA | Warsaw

(*Medical Information and AE Intake Specialist for AstraZeneca and Sobi*)

- Provide phone support to HCPs and consumers regarding AEs, PQCs, medical inquiries, product support and other needs as required
- Receive, triage, review and process Lifecycle safety operational data
- Perform data entry for tracking and Lifecycle safety databases, coding relevant medical terminology, writing descriptive narratives, generating queries pertinent to the case, performing quality control, assisting with reconciliation, driving case closure, coordinating translations
- Receive and document incoming telephone calls or emails from investigative sites or other sources reporting safety data

Achievements:

- Provided multiple materials to the HCPs based on medical literature
- Responded to various safety and non-medical queries regarding medicines using information from SmPCs and PILs
- Collected quality complaints related to defective products, contributing to the prevention of future quality issues
- Communicated with the customers from US and CA regarding reported AEs to obtain information relevant to human safety

Apr. 2024 – May 2025

Clinical Trial Assistant ICON plc | Warsaw

- Administration, coordination, and management of delegated study activities
- Assisting with CRA/SMA tasks, in the on-site Monitoring Visit, with the document collection from sites and generating study reports
- Preparing, signing and delivering submission documents for Germany
- Coordinating document translation from the local language
- Planning and coordinating internal and external meetings
- Reviewing and managing the Trial Master File (TMF)

Achievements:

- Closed out a global paper study that had been ongoing for several years. Managed study documentation and coordinated communication between CRAs and CMAs
- Participated in the Monitoring Visit, during which study documentation was verified. Communicated with the PI and pharmacist. Verified medical records, consent forms and drug supplies. Supported CRAs with assigned tasks.
- Prepared and submitted documents in German to medical institutions and supported the SSUA team
- Organized and recorded study documentation using MS Office tools
- Provided mentoring and support to team members as a mentor
- Achieved highly-successful opinion from the manager and team

ACTIVITY

Sep. 2021 – Mar. 2024

UW Incubator | University of Warsaw

- BraveCamp (sponsored by Pfizer) | Feb. 2023
- Biotech Leaders Academy by Roche | Oct.–Dec. 2021

2020 – Mar. 2024

Student Research Club “Free Radicals” of Pharmacy Faculty | MUW

- Present study of the resveratrol antioxidant capacity in wines
- Participation in meetings and web conferences

SKILLS

MS Office – Argus – Veeva Vault – Management – Analytical: Power BI, Power Automate, AI CopilotPro – Figma – Canva – Leadership – Driver’s License B

EDUCATION

2018 – 2024

Medical University of Warsaw

Faculty of Pharmacy

Pharmacy

Specialisation: Individual Studies in Drug Design

LANGUAGES

Polish (Native)

English (Advanced)

German (Intermediate) 2023 – currently

PUBLICATION

“Resveratrol – structure, properties and effect on the human body”

Review paper created as a member of the Student Research Club – Free Radicals in Medical University of Warsaw

Magazine: “Postępy Fitoterapii”

OTHER EDUCATION

Mar. 2024

ICH GCP E6 R2

Certificate | The Global Health Network

Feb. 2022

Pharmacovigilance and Regulatory Affairs

Apr. 2021

Clinical Trials

Certificate | Education for Business and Science

HOBBY

Sailing (Younger Sailing Instructor) – Dancing – Music (Musical School)

Mar. 2012 – Jul. 2022

Intern – Institute of Physical Chemistry | Polish Academy of Sciences | Warsaw

- Polymer electrocatalysts – application of conductive polymer films as a selective electrocatalysts
- Data analytics using OriginPro

LANGUAGE COURSES

2023 – currently

Osterreich Institut | Warsaw

German | B2.2

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).