



## NATALIA SKIBA

### EXPERTISE

- Global project management (PMBOK/PMI, Prince2, Scrum)
- Business strategy
- Market research
- Marketing communication
- International marketing
- Process development
- Business analytics
- Stakeholders Management

### LANGUAGES

*Polish* - Native  
*English* - Full professional proficiency  
*Swedish* - Limited working proficiency

### CONTACT DETAILS

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### KEY ACHIEVEMENTS

- Leading multinational projects up to 14 countries in Europe, North and South America and Russia
- Coordinating internal teams in a matrix organization
- Managed over 100 thousand Euro budget projects and achieved project scheduled goals
- Conducted a successful workshop during a project delivery to a client located near Philadelphia in the USA at the end of 2016
- Creation of training guides and presentations to facilitate the implementation of new standard operating procedures after the merger (internal workshop in Madrid, Spain at the end of 2016)
- Re-organization of project management processes for qualitative research for better time and resource optimization, resulting in reduced costs and more efficient operations

### EDUCATION

**Master of Science in Business Administration, International Marketing**  
Jönköping University - Jönköping, Sweden  
08.2011 – 06.2012

**Master of Science, Investment and Corporate Financial Strategy**  
Poznań University of Economics and Business - Poznań, Poland  
10.2009 – 01.2012

**Bachelor's degree, Domestic and International Logistics**  
Poznań University of Economics and Business - Poznań, Poland  
10.2006 – 06.2009

### EXPERIENCE

#### INTERNATIONAL PROJECT MANAGER

QuintilesIMS, current IQVIA - Warsaw, Poland

*August 2015 - December 2017*

- International project execution - quantitative and qualitative market research (including influence/KOL mapping studies, targeting, segmentation) for top pharmaceutical companies across the world within various medical areas (oncology, pulmonology, gynaecology, gastroenterology, rare diseases)
- Providing support to the commercial team, involvement at the proposal stage, assessing project feasibility, budget creation
- Establishing working relationships with client's project teams (mainly headquarters based in Europe and the US)
- Ensuring effective cross-functional teamwork and task coordination among project team members located in several countries
- Creation of required project plans, WBS, Gantt, PIDs. Implementing and monitoring progress against project plans and revising as necessary - issue management
- Development of a questionnaire, screener and other research materials
- Proactively engage in both quality assurance and risk management activities to ensure that project schedule, scope and costs remain on track
- Co-operation with external subcontractors
- Delivering projects with a project owner usually via WebEx or in the client's headquarter

## COMPUTER LITERACY

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- Microsoft Project
- Microsoft Office Package (Outlook, Word, Excel and PowerPoint)
- Dropbox for Teams
- Google Drive
- SharePoint
- Adobe Photoshop
- Adobe InDesign
- QlikView - Business Intelligence software
- RegioGraph - geomarketing software for sales and marketing
- CADAS - survey support system

## CERTIFICATION

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- **PRINCE2 Foundation**
  - APMG International
  - License 03933501-01-YQI2
  - Effective from 27.11.2015
- **Agile Project Management Foundation**
  - APMG International & AgilePM
  - License 03985910-01-81X9
  - Effective from 20.04.2016

## VOLUNTARY WORK

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- October 2017 - present - Fundacja Badań i Rozwoju Nauki (3D-printed bionic pancreas) - consulting the business strategy creation - marketing and fundraising
- September 2009 - June 2010 - Stowarzyszenie Wiosna, Akademia Przyszłości - teaching mathematics to children with school problems

## INTERESTS

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- Travelling and cultural differences
- Medical technologies (prosthetics, deep brain stimulation, 3D printing, robotics)
- New technologies
- Ecology and sustainable development
- Sports (sailing, cycling, swimming, yoga)
- Interior design
- Visual Arts (mainly photography and applied art)

### ANALYST

IMS HEALTH, current IQVIA - Warsaw, Poland

*February 2015 to July 2015*

- Ad hoc and routine analysis (territory alignment, extrapolation, physician and patient analysis and targeting, analysis of physicians' medication prescribing behaviour)
- Creation of deliverables (Excel result files, Power Point presentations, maps for salesforce optimization)
- Evaluation of existing processes and optimization in terms of efficiency and risk mitigation
- Developed and implemented new processes of information management and project management for the Polish local market research department
- Pre-sales and post-sales support
- Cooperation with the internal call-centre and field interviewers

### JUNIOR PROJECT MANAGER

Cegedim, current IQVIA - Warsaw, Poland

*April 2014 to January 2015*

- International project execution - organizing and managing projects from inception to closure
- Acting as point of first reference for all project related enquiries and working collaboratively with colleagues in Cegedim Analysis & Development Centre (CADC) and Innovation Team
- Contacts with local offices in other countries/ fieldwork progress tracking to ensure progress
- Contacts with clients/ defining client's needs
- Assistance questionnaire preparation, contacts with a translation agency
- Accountable for a verification of all project deliverables prepared by CADC to ensure that they meet the client's time/quality/cost expectations

### JUNIOR BUSINESS ANALYST

Cegedim, current IQVIA - Warsaw, Poland

*November 2012 to March 2014*

- Assistance for local and regional international market research projects (targeting physicians and new product implementation) for the biggest companies from pharmaceutical industry
- Scripting on-line surveys in CADAS; testing and correcting surveys
- Managing fieldwork in order to obtain accurate and complete data; generating routine and ad hoc reports, data cleaning, processing and validation

*I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments)*