

# SHASHWATI GODBOLE

Boston, MA | [shashwatigodbole@gmail.com](mailto:shashwatigodbole@gmail.com) | (857)-891-2750 | [in/shashwatigodbole/](https://www.linkedin.com/in/shashwatigodbole/)

Self-motivated medical operations professional with relevant years of research and professional experience coupled with entrepreneurial successes and graduate-level education. Excellent knowledge and understanding of Medical Affairs & Operations and good understanding of Clinical Research and ability to communicate effectively with technical, non-technical stakeholders

## SKILLS:

**Domain:** Biotechnology management, Grants and External Funding, Enterprise growth and innovation, Acquisition, Alliance and Mergers, Project Management, Molecular Biology, Microbiology, Biochemistry, Analytical Chemistry, Biostatistics, Budget Management, Organizational Skills, Negotiation, Learning Management System, Total Quality Management (TQM)

**Tools:** Microsoft Word, Microsoft Excel, Power-Point, SharePoint Microsoft Project, GanttProject, CyberGrants, Coupa, Veeva Vault

## EXPERIENCE:

### **Medical Information & Operations Specialist | Vertex Pharmaceuticals, Boston, MA**

**January 2022 – Present**

- Collaborated with the business, legal, accounting teams and other external stakeholders to streamline the US and International grants contracting and payment process.
- Acted as lead operational and administrative support to the Vertex External Funding team and managed the meeting scheduling, minutes, contacting, raising purchase orders, invoicing, drafting working documents, updating team website and SOPs.
- Analyzed and inspected reconciliation reports for sponsorships, corporate memberships, and educational/research grants. Eliminated a backlog of over 9 months
- Created dashboards for grants and sponsorship reporting to support alignment with the business teams.

### **Medical Affairs Specialist | Vertex Pharmaceuticals, Boston, MA**

**July 2021 – December 2021**

- Co-owned the MSL onboarding and MSL Role-Based Curriculum Training program, ensuring its successful implementation.
- Revamped outdated training material for ongoing Cystic Fibrosis training initiatives within Medical Affairs (NA) field team.
- Raised MSL competencies to expert level by planning and developing new medical training processes for the field.
- Spearheaded data management for internal training and education for the team. Collaborated cross-functionally with the brand and field medical teams for internal resource management.

### **Graduate Research Assistant | CILS Institute at Northeastern, Boston, MA**

**August 2020 – July 2021**

- Upscaled the in-lab recombinant AChE production to 60% by optimizing the cell culture and protein purification process.

### **Café Manager | Tatte Bakery and Café, Boston, MA**

**November 2019 – July 2021**

- Managed inventory at café and evaluated daily order needs to ensure the optimum amount of supply to reduce the waste.
- Tutored 5 trainees about basic operations of café and trained them for the position of Barista.

### **Summer Intern | Enzene Biosciences Ltd, Pune, India**

**May 2017 – August 2017**

- Partnered with experienced researchers on cell culture, gene transfer techniques, DNA/RNA isolation, and PCR.
- Set the new working protocol and standard operating procedure by conducting investigational literature reviews.

## PUBLICATIONS:

- SHASHWATI GODBOLE, SAMIR M., ABDEALI J., J.R.C. (2018) "FUR MICROBIOMES OF CANIS SPS." G.J.B.B., VOL.7(3) 361-365: 2278-9103 [https://shashwatigodbole.github.io/furmicrobiome\\_paper/](https://shashwatigodbole.github.io/furmicrobiome_paper/)

## ACADEMIC PROJECT:

### **Project management of vaccine tracking and management system**

- Conceptualized a project proposal that facilitated an increase in efficiency of online vaccination tracking and record management by developing a mobile application.
- Drafted project report and outline using Microsoft Project using techniques viz. WBS, RACI, Gantt, PERT, Resource Loading, Critical Paths, Critical Chain, Mind-Mapping, IDEF0, State Diagrams, and UML.

### **Product Development Proposal on Needle-free vaccine Nanopatch**

- Drafted a written proposal to senior leadership to obtain funding for vaccine nano-patch platform development and design.
- Analyzed technical and commercial proposals, business model, market analysis and delivered a successful proposal by comparing various sources of capital.

## EDUCATION:

- **Master of Science in Biotechnology - Northeastern University, USA**

**September 2019 – December 2021**

- **Bachelor of Science in Biotechnology & Chemistry - Mumbai University (Gold Medal)**

**June 2015 - April 2019**