

Ruby

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Silvia Kammerer

CONTACT DETAILS
Silvia Kammerer
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CV

RUBY RUBY GMBH
St.-Karli-Strasse 13c
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UID: CHE-342.905.374

Ruby

Silvia Kammerer

PROFESSIONAL EXPERIENCE

SINCE 09/2019

Compliance & Training Specialist, Ruby Ruby GmbH, Luzern

- Creation and implementation of procedural documents as SOPs, Guidelines, and Policies
- Training Management: creation, coordination and roll out of trainings
- Audits and Monitoring
- Due Diligence of Third Parties

02/2019 – 11/2019

Data Privacy and Compliance Specialist, Vifor Pharma International Ltd., Zurich

- Training Management and Monitoring
- Support in Due Diligence for Third Parties
- Local Transparency Coordinator
- Main responsible for local GDPR Inventory
- Drafting of Data Processing Agreements
- Conducting of Data Privacy Compliance Assessments

02/2016 – 01/2019

Compliance Specialist, GSK AG, Münchenbuchsee

- Support Data Privacy
- Document Management and updates of local written standards
- Support in implementation of regulatory and ethical guidelines
- Collaboration with all departments to ensure that information regarding risk management is shared
- Training Management
- Contract Management (HCP and HCO related)
- Auditing
- Organization of internal and external meetings
- Project Management – project lead in digitalization of written standards, electronic approval workflows and assignments via e-Learning system.

01/2015 – 09/2015

Referent, Austrian Federal Economic Chamber – Defense and Security, Vienna

- Specialist on the topic export controls, compliance and EU-funding on dual-use products
- Main responsible person for public relations
- Drafting of promotional material, writing of “news” (website)
- Organization of events

01/2012 – 12/2014

Sales Assistant, GE Healthcare Handels GmbH, Vienna

- Organization and preparation for the Austrian participation on the Council of Ministers
- Administration and distribution of documentation (reports, meeting minutes and invitation of council meetings)
- Collaboration and information exchange between working groups in Brussels and the Ministry of Justice in Vienna

09/2010 – 01/2011

Trainee, Liaison Office of the Government of Lower Austria in Brussels/Belgium Trainee

- Participation at conferences and regional meetings and reporting afterwards– focus on regional policy, entrepreneurship and economy
- Research on EU-specific topics and legal development, creation of newsletters for stakeholders in Lower Austria
- Representation of the government of Lower Austria
- Project planning and organization for the special project «EU Lobbying Initiative» – continuation of regional funding after 2013 with the collaboration of 143 EU regions from 18 EU member states.

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EDUCATION

09/2011 – 06/2014

Master of Arts in International Business and Export Management

IMC University of Applied Science,
Krems (Austria) / English-speaking
program

- Focus: European Law and Global
Political Studies, Anti-corruption
legislation

09/2007 – 06/2010

Bachelor of Arts in Economics

IMC University of Applied Science,
Krems (Austria) / English-speaking
program

- Focus: Meeting Industry Manage-
ment, Nature Tourism and Regional
Planning
- Double Degree with University
of Applied Science Haaga-Helia in
Helsinki/Finnland (1 year)
- Focus: Doing Business in Russia
and the Baltics

IT SKILLS

Professional user of all MS-Office
programs, SAP knowledge,
E-learning systems, different
document management systems

SOFT SKILLS

Communication

- Written and oral communication
skills in German and English
- Excellent presentation skills

Organization

- Good organizational skills,
goal-oriented way of working
- Team player, experience of
working in international teams

Technical/job-related

- Analytical skills, experience in cost
control and budgeting
- Solution oriented, including the
use of diplomatic skills to find
compromises, if necessary
- Customer oriented, excellent
social skills
- Structured and autonomous way
of working, setting priorities
- Highly flexible, willingness to travel

LANGUAGES

GERMAN

mother tongue

ENGLISH

fluent

FRENCH

good (level B2)

RUSSIAN

beginner (level A2-B1)

SPANISH

beginner (level A2)

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