



Welcome and thank you for taking the time to view my profile and professional experience. I invite you to take a moment and look around to learn more about me, my background, experience, skills and how we could potentially work together.

For any further information regarding my skills, capabilities and experience, please get in touch using my contact details below.



IN A NUTSHELL

I have a strong professional background ranging from administration to instructional design, affording me a unique and diverse skill set with a wealth of experience within the pharmaceutical and healthcare life science sectors.

From presentation design and training solutions for client deliverables to line and project management, I am skilled at enhancing a team's vision for success through strategic thinking, innovation and design.

Whether it's translating data-driven slide content into visually compelling presentations, creating eLearning training modules, developing a company policy or providing coaching and support to the team, I am confident that my experience and versatile skills will be an asset to any organisation.

If you are seeking a hard worker with the passion and drive to achieve team targets and promote customer satisfaction, reach out directly to discuss my capabilities in further detail.

SOFTWARE / APPLICATION SKILLS

POWERPOINT	
GOOGLE SLIDES	
ARTICULATE RISE	
CANVA	
STORYLINE	
WORD	
OUTLOOK	
SHAREPOINT	
EXCEL	
MAIL CHIMP	
WORD PRESS	



EXPERIENCE

OCT 2015
- PRESENT**TRAINING & OPERATIONS MANAGER**

Remap Consulting | Alderley Park, Macclesfield

A specialist pharmaceutical **pricing and market access consultancy** who support pharmaceutical companies with their product pricing and market access challenges focussing in three core areas; Launch strategy and implementation, Price optimisation and strategy, and Market access training.

Providing full operational support to the Management and project teams, including:

- ❖ Oversee the operations and administration function, seeking to improve efficiency and effectiveness
- ❖ Line management of office administrators, providing coaching and development opportunities
- ❖ Lead in the onboarding and induction of new starters
- ❖ Lead in the development and implementation of company policies and procedures
- ❖ Lead in the continuous improvement and implementation of company compliance materials
- ❖ Lead in the design and development of interactive training materials in Articulate Storyline for internal and client projects
- ❖ Responsible for leading the marketing function to ensure timely and relevant external communications via various media platforms

JAN 2014
- OCT 2015**PROJECT ADMINISTRATOR / BD COORDINATOR**

Adelphi Values | Bollington

A **global healthcare value consultancy** combining commercial acumen with scientific excellence in market access, health economics and patient-centred outcomes research.

Providing full project support to the Management and project teams, including:

- ❖ Train new project managers on in-house project management systems and finance
- ❖ In-house trainer for EndNote referencing
- ❖ Development and maintenance of tracking system for business development performance
- ❖ Monitor and escalate project finance/budget discrepancies to ensure maximum recovery
- ❖ Generation of client invoices against agreed milestones
- ❖ Preparation of various documentation including, contracts, reports, presentations, journal abstracts and publications
- ❖ Formatting, styling and revisualisations of PowerPoint presentations ensuring consistency and accuracy
- ❖ Provide coaching in areas of expertise to junior team members, including training, development and IT support

Each role has provided an opportunity to learn, grow, and continue developing both personally and professionally



EXPERIENCE continued

SEP 2021
- JAN 2014

MEETINGS AND GROUPS SPECIALIST
Thomas Cook Group | Altrincham

Providing high quality service corporate business travel solutions to clients, including conferences and events, air, rail, hotels and executive travel. Identifying opportunities to improve rate negotiation, increased commission and any other enhancements to optimise revenue.

SEP 2008
- JAN 2011

PROJECT SUPPORT ASSOCIATE
AstraZeneca UK | Alderley Park

Main point of contact for project communications, responsible for the project document management, template management and maintenance of the document sharing repository for various projects Monitoring project costs, accruals and schedules to ensure timely targets are achieved in line with business budgets.

OCT 1999
- SEP 2008

VARIOUS PROJECT & SUPPORT POSITIONS
AstraZeneca UK | Alderley Park

Project administrator for two different functions, providing full administrative support to project and change management teams, including preparation of documentation, travel and logistics, cost centre and budget tracking. Meetings, group and travel coordination working in partnership with suppliers to offer best value to the business.

ACHEIVEMENTS

Operational Management
(operational effectiveness of the business)

- ❖ MS Teams deployment and training
- ❖ Development and implementation of GDPR compliance to ensure company adherence to new regulations
- ❖ Development and implementation of company processes, policies and SOP's
- ❖ Implementation of H&S policies and training to ensure company compliance

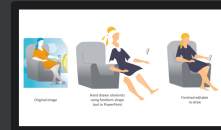
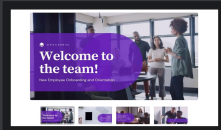
Learning and Development
(coaching and career development)

- ❖ Development and implementation of onboarding and induction platform for new starters in SharePoint
- ❖ Development of internal training matrix for each job role
- ❖ Design, development and delivery of interactive eLearning content in Storyline
- ❖ Implementation of new internal training materials, policies, processes and people development templates
- ❖ Development of a learning and development platform in SharePoint

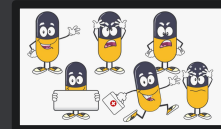
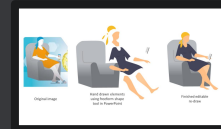
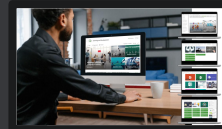
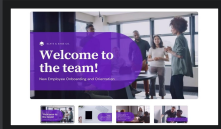
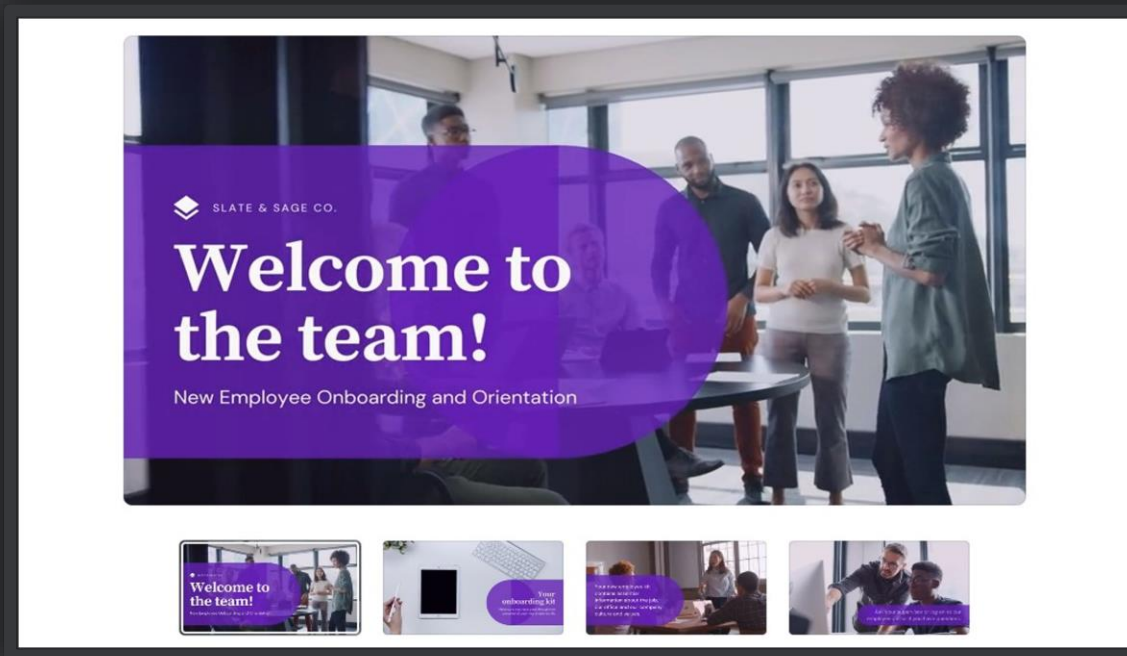
Innovation
(seeking new ways of working to add value)

- ❖ Development and implementation of knowledge base & WIKI to provide logical central repository for useful information to increase efficiency
- ❖ Development and implementation of virtual training induction pack for new starters following COVID-19
- ❖ Development of visual slide content library for use in proposals and client deliverables to influence others thinking around best practice design
- ❖ Development of product case study pack to be repurposed in proposals and projects to increase efficiency

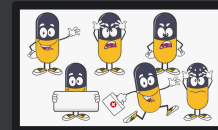
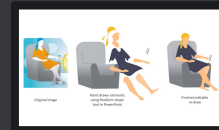
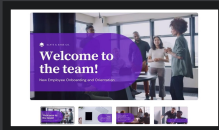




Design and development of an interactive line managers toolkit in PowerPoint for new line managers to support with performance management

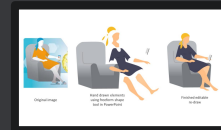
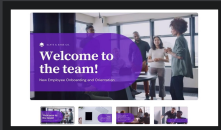
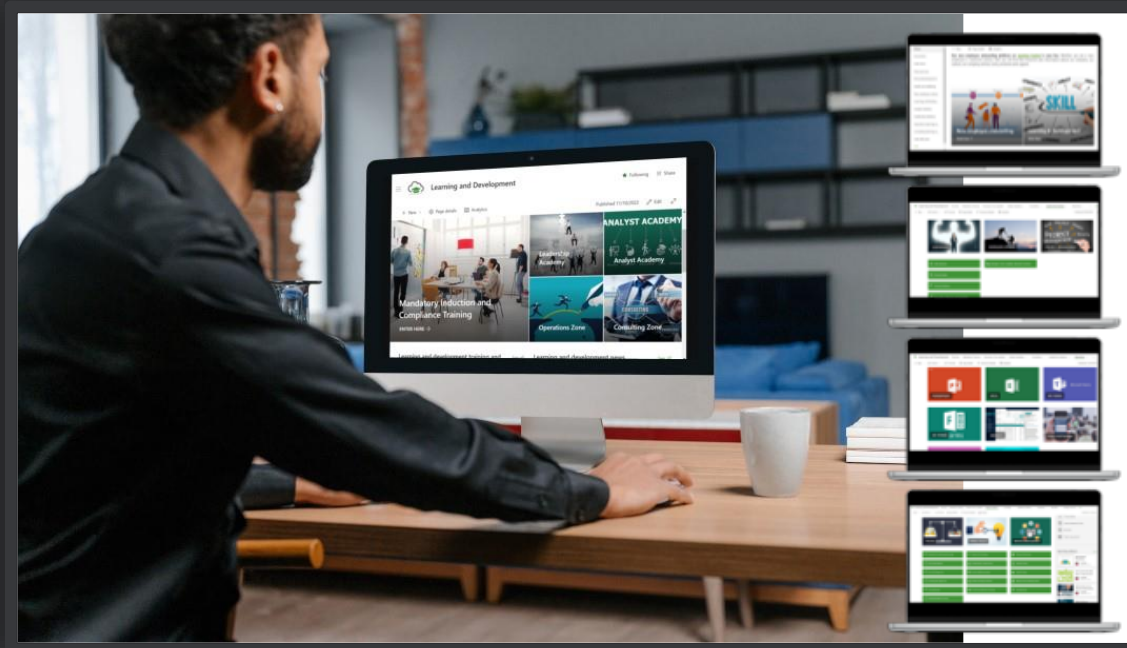


Creation of an on-boarding guide for new employees

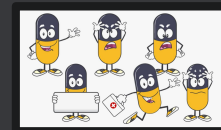
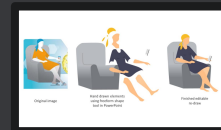
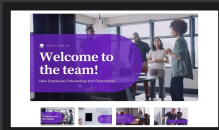
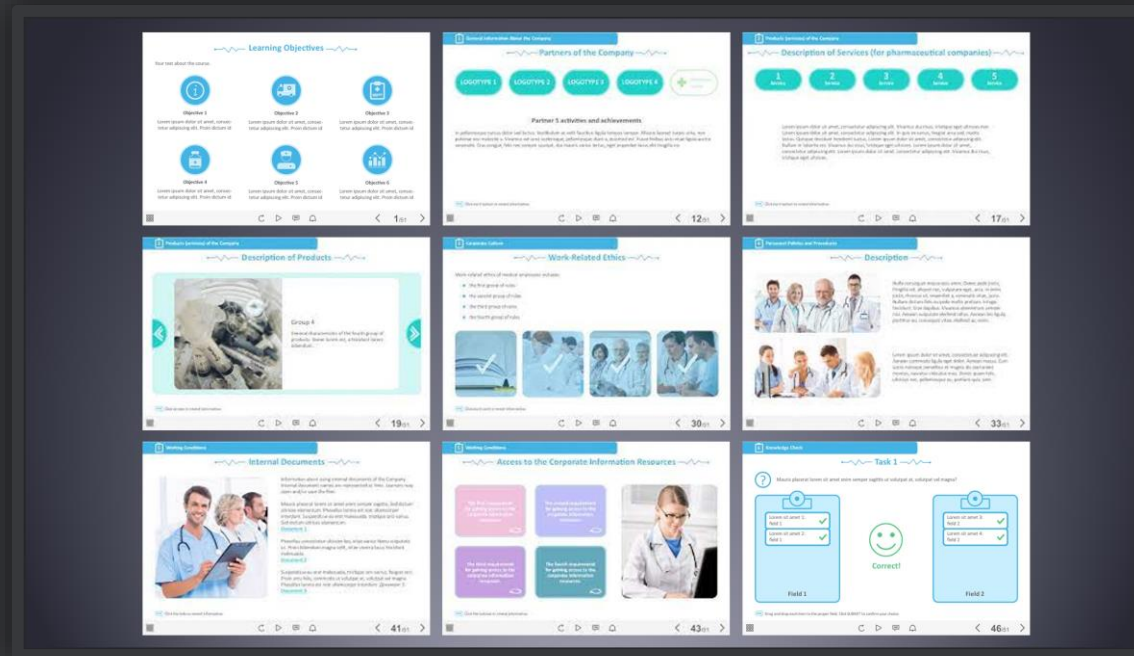


Slide templates developed for incorporation into healthcare training course for pharmaceutical company



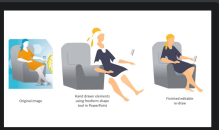
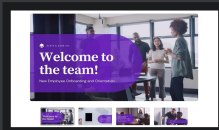
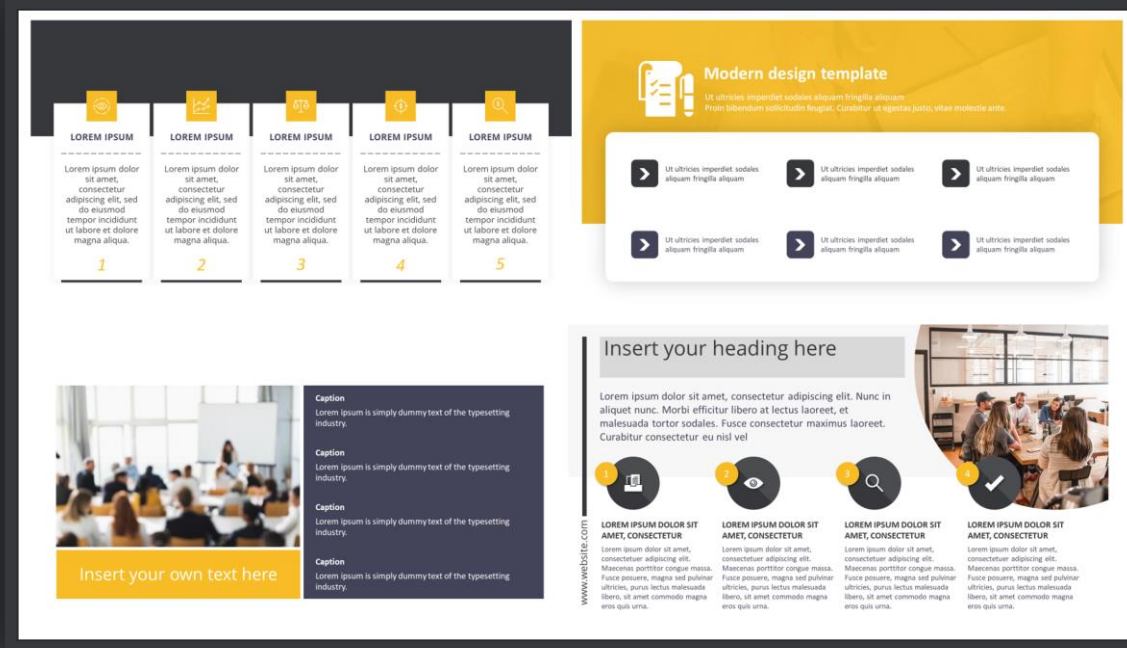


Design and implementation of a company learning and development portal in SharePoint



Design and development of an interactive eLearning course developed in Articulate Storyline





Modern slide designs developed for training workshop



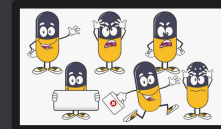
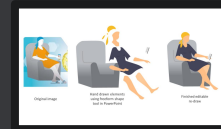
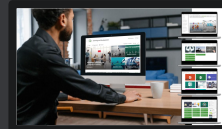
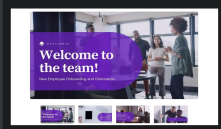
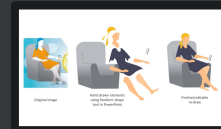
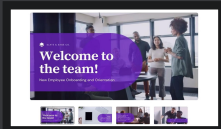
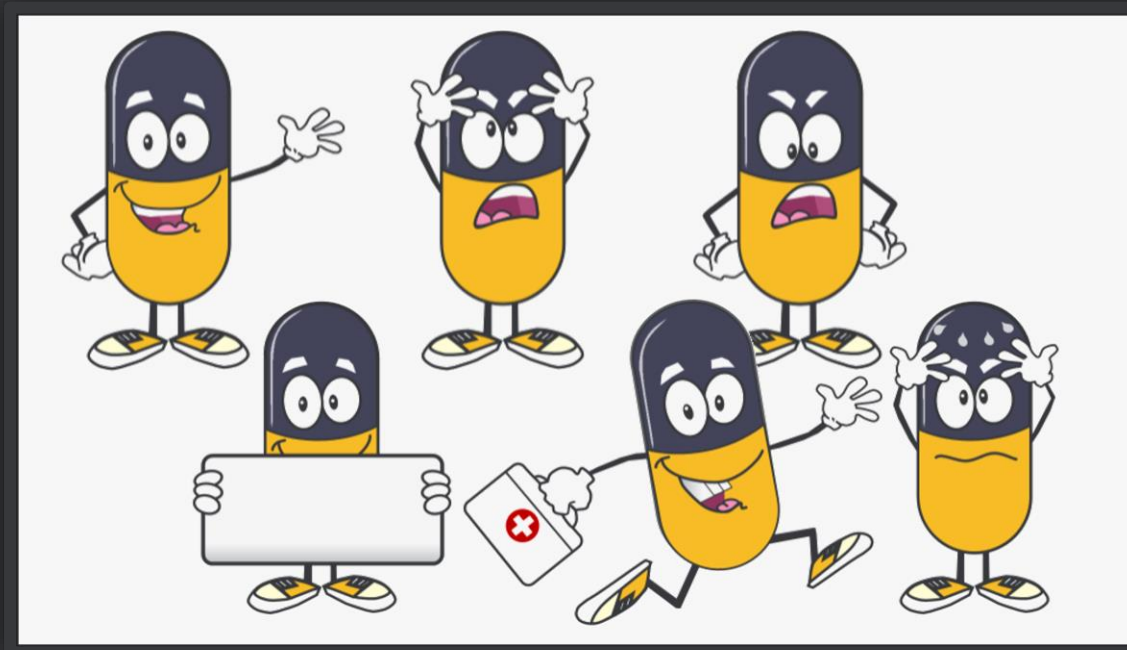
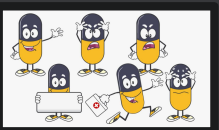
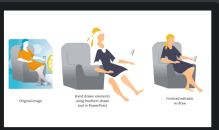
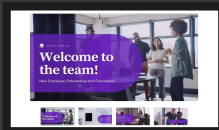


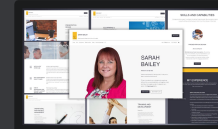
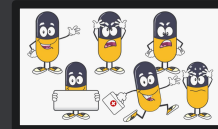
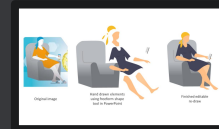
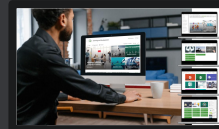
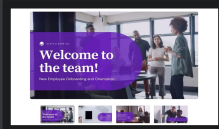
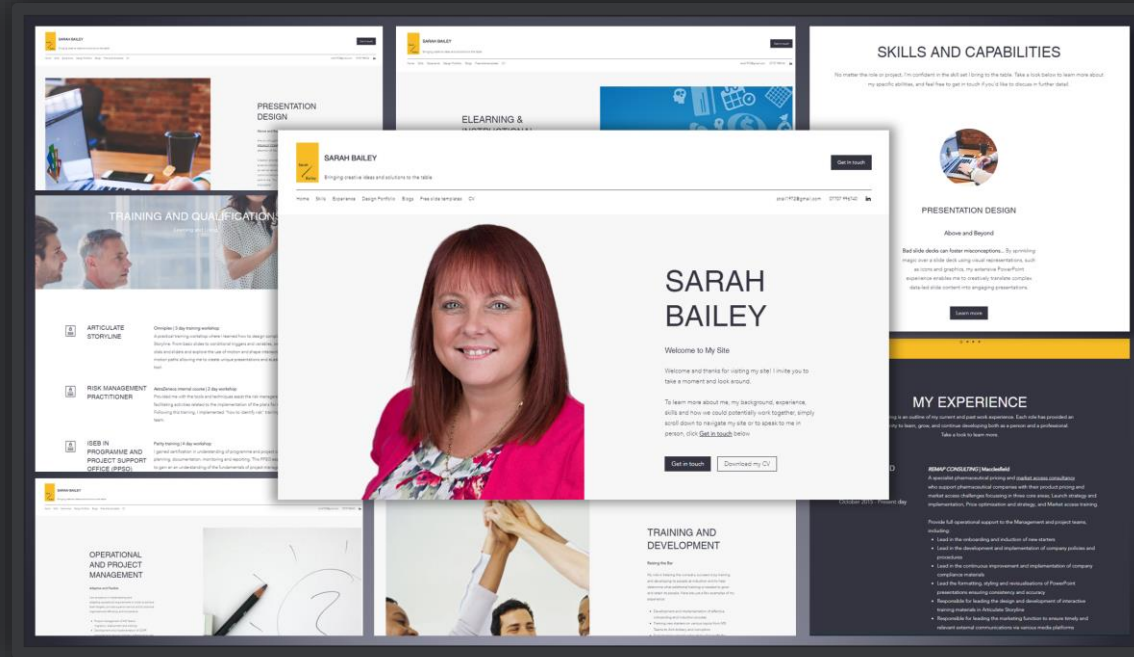
Image redraw directly in PowerPoint using PowerPoint advanced drawing tools and techniques



Design cartoon pill capsules for healthcare agency, hand drawn in PowerPoint using advanced drawing tools and techniques



Design of a tri-fold brochure for new café launch



Design and development of online CV sarahlbailey.com

