

SARAH L BAILEY

TRAINING & OPERATIONS MANAGER
LEARNING & DEVELOPMENT MANAGER
PRESENTATION DESIGN SPECIALIST



PROFILE

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 industry.

I am driven by my love for solving complex problems through combining data with my creative thinking and am confident in the value I add. Whether it's translating data-driven slide content into visually compelling presentations, creating eLearning training modules, developing a company policy or simply updating a website, I bring these values to every project.

I am confident and friendly and believe 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.

CONTACT

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Social: [linkedin.com/in/sarahbailey1972](https://www.linkedin.com/in/sarahbailey1972)

EXPERIENCE

OCT 2015
TO PRESENT

TRAINING & OPERATIONS MANAGER Remap Consulting | Alderley Park, Macclesfield

- Responsible for a diverse range of training and operational activities that support the strategic pricing and market access projects in order meet client and business needs
- Leading in the development of converting complex data-led presentations into compelling visual representations for client deliverables and training aids
- Responsible for leading the marketing to function to ensure timely external communications via various media platforms

JAN 2014
OCT 2015

PROJECT ADMINISTRATOR / BD COORDINATOR Adelphi Values | Bollington

- Support the Project Managers to deliver their projects
- Train new project managers on in-house project management systems and finances
- 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

SEP 2011
JAN 2014

MEETINGS & GROUPS SPECIALIST Thomas Cook / Co-op Travel Management | Altrincham

- Responsible for providing professional assistance in the sourcing of, selecting and dealing with external hotel and conference suppliers through analysing bookings for suitability of venues that obtain excellent value for money and compatibility for requirements
- Build and maintain relationships with external contacts / suppliers within the travel industry
- Identify opportunities to improve rate negotiation, increased commission and any other enhancements to optimise revenue

OCT 1999
JAN 2011

PROJECT SUPPORT ASSOCIATE AstraZeneca | Alderley Park, Macclesfield

- Main point of contact for project communications, responsible for the project document management, template management and maintenance of the document sharing repository
- Actively develop the project support capability network to enhance knowledge and capabilities
- Monitor project costs and schedules so that targets are achieved in line with business budgets
- Responsible for capturing, tracking and maintaining the project risk register, issue and action logs

ACHIEVEMENTS



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 Health & Safety policies and training to ensure company compliance

Learning and Development

(coaching and career development)

- Development and implementation of onboarding and induction process / materials for new starters
- Development of internal training needs analysis for each job role
- Design, development and delivery of highly interactive eLearning content in Articulate Storyline
- Implementation of new internal training materials, policies, processes and people development templates

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 project finance tracking and management system to ensure maximum recovery on projects
- 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

EDUCATION & TRAINING

- | | |
|-----------|--|
| APR 2016 | • Articulate Storyline 2 |
| MAY 2010 | • GCSE Spanish |
| NOV 2009 | • BII Qualification – Personal License Holder |
| FEB 2007 | • ISEB in Programme and Project Support Office |
| DEC 1999 | • European Computer Driver License Passport |
| 1984-1989 | • Ryles Park High School, Macclesfield |

ADDITIONAL TRAINING & WORKSHOPS

- GDPR legislation and compliance
- Storyboarding and storytelling
- Anti-bribery and Corruption
- Line Management
- AstraZeneca Project Management Framework 2-day workshop
- AstraZeneca Quality Management Framework workshop
- AstraZeneca Risk Management Practitioner course

SOFTWARE / APPLICATIONS

- MS Teams
- Articulate Storyline 3 and 360
- MailChimp newsletter campaigns
- Wordpress editing
- Vyond
- Microsoft advanced packages – PowerPoint, Word, Excel, and Outlook
- SharePoint 365, OneDrive
- EndNote referencing

INTERESTS & PASTIMES

- Creation of blog articles for my website
- Enjoy exploring different towns and cities in our campervan
- Reading a variety of genres including crime, thriller, romance and non-fiction