

STEPHANIE L. JARJABKA, MBA, PMP

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SUMMARY:

Expert Project Management Professional with over 11 years combined experience; 9+ years in pharmaceutical research including 8 years of direct line management. Strong track record of matrix-managing cross-functional teams to achieve aggressive business and project goals. Particularly adept at implementing project management tools and PMI methodologies to enhance productivity, increase efficiencies, and mitigate risk while meeting aggressive timelines. Strategic thinker who works well both collaboratively and independently in an interactive customer environment.

THERAPEUTIC AREAS:

Addiction

Nicotine

Cardiovascular

Angina

Hypertension

Clinical Pharmacology

Hepatic insufficiencies

Renal insufficiencies

Endocrine/Metabolic

Diabetes mellitus

Gastroenterology

Anti-emetic agents

Hematology

Hematologic malignancy (stem cell transplant)

Infectious Diseases

Anti-Infectives

Influenza (pediatric)

Pneumonia (pediatric)

Sepsis

Neurology

Migraine

Pain Studies

Seizure Disorders

Oncology

Breast Cancer

Colorectal Cancer

Prostate Cancer

Orthopedic

Bone Fractures

Spine Fusion

Psychiatry

Alzheimer's Disease

Bipolar Mania

Schizophrenia

Depression

Women's Health

Menopause

Osteoporosis

AREAS OF EXPERTISE:

- Product development, Drug/Device Combinations, Strategic Regulatory & Scientific Planning and Management
- Vaccine Trial Management
- Full pre-clinical and clinical program management up through Phase 3 including Risk Mitigation, Scope Mgmt, Finance Mgmt
- Proficient in Primavera, Planview Project Enterprise System, MSProject, Visio, Word, Excel and PowerPoint
- Dynamic personality, enthusiastic, determined and confident with strong interpersonal skills
- Exceptional ability to lead and motivate cross-functional project teams to ensure timeliness and quality of deliverables
- Influences effectively at all levels of the organization and with customers

PROFESSIONAL EXPERIENCE:

ICON DEVELOPMENT SOLUTIONS, *Ellicott City, MD*

9/2001-
3/2010

Senior Director, Project Management US & EU (10/2005-3/2010)

- Effectively direct and lead the activities of the Global PMO to meet the business goals of the organization – earning ~\$3M in annual revenues.
- Participate in global corporate strategic planning and management, including refining and finalizing departmental short and long-term goals within timeframe and budget
- Provide senior level oversight and expertise in relation to product development programs, identifying critical needs to the program including risk mitigation
- Manage the overall process of planning, scheduling and controlling high profile client programs from initiation to close-out, acting as direct contact to client and liaison to global cross-functional teams.
- Establish Project Management-specific policy including SOPs, WPs, and tool-kit
- Assist in the optimization and management of resource allocation and processes where applicable, including managing global project assignments and; as such, track and monitor the corporate project portfolio.
- Serve as Project Governance Chair: acting as liaison between project management and various departments promoting harmonious relations among Division organizations, while also serving as principle point of contact to clients where additional

- Drive standardization and consistency of tools and templates across a global team to facilitate the efficiency of the governance process
- Coordinate implementation of overall procedures and strategies to minimize cost and duration of projects by utilizing effective project management techniques.
- Recruit, train, and retain a Global Project Management Office comparable in quality and effectiveness to the best in the pharmaceutical industry.

Manager, Project Analysis (3/2005 – 10/2005)

Designed, developed and implemented a new Project Analysis Department, using PMI principles and finance methodologies to monitor and forecast the project portfolio and financial goals for the Division

- Developed SOPs and financial goals for new department
- Developed and managed the Project Analysis Group through: develop, implement and maintain processes with Project Management and Finance to manage projects with regard to utilization, recovery, and recognized revenue; Tracking, utilization, recovery, recognized revenue on projects; Supervised processes associated with the management of time-tracking systems and interaction between this system and other project management systems.
- Standardized benchmarking and metric reporting for corporate portfolio.
- Prioritized the projects/tasks to which resources should be allocated.
- Defined which projects require Senior Strategy Drug Development Involvement.
- Developed and maintained project utilization and recognized revenue forecasting system for projects including forecast backlog from a projects task point-of-view.
- Analyzed the profitability of projects and tasks, including Earned Value Management
- Led effort to determine planned costs related to project scope and standard metrics.

Manager, Project Management (7/2004-3/2005)

Senior Project Manager (9/2003 – 7/2004)

Project Manager (9/2001 – 9/2003)

- Managed the overall process of planning, scheduling and controlling the project from initiation to project closeout to ensure timely completion including creating, monitoring and closing out integrated project timelines.
- Interfaced with customer to manage client expectations and balance the needs of company and client to ensure satisfaction for all relevant parties
- Managed budget and resourced expenditures and assisted in the optimization of resource allocation and processes.
- Develop clinical project/product plans appropriate for clinical trial designs, collection of data, analysis, and report
- Led programs with over \$10M annual budgets including vendors/contractors
- Assisted in developing and implementing overall departmental processes and procedures.
- Facilitated effective communication among all project-related parties.
- Interacted with clients regarding timelines, deliverables and financial objectives.
- Acted as Project Lead ensuring that: All team members are aware of pending deliverables and assignments; the required resources are secured to complete deliverables on-time and within budget; provide options of resolution as problems/issues arise which could impact the cost, timelines, and/or quality of the deliverables

NSF INTERNATIONAL, Ann Arbor, MI

Program Representative, Engineering & Research Services

1/2000-
9/2001

- Coordinated introductory meetings with new clients as well as delivery of products for testing, explaining test protocols and timelines.
- Monitored budgets, project revenue as well as generation of invoices pertaining to product testing.
- Completed confidential R&D testing to validate clients' claims.
- Expedited the certification process for clients by coordinating NSF service activities as needed (e.g., laboratories, field staff, toxicology).
- Assisted current clients with certification of new products; promptly process all records and documentation of services; and promptly follow up on related correspondence.

- Monitored sample collection/receipt and identified problems, resolved stop tests. Provided ongoing follow-up and status report to applied/not-listed clients.
- Provided national and state level regulatory community with technical and documentation reports on behalf of clients.
- Maintained healthy rapport with existing clients allowing for continued operations, while extending information to potential clients to allow for business development and growth.

EDUCATION

M.S., BUSINESS ADMINISTRATION, *University of Phoenix*
B.S., BIOLOGY & ENVIRONMENTAL SCIENCE, *Bowling Green State University*

ASSOCIATIONS

PROJECT MANAGEMENT INSTITUTE CERTIFICATION