

María Asunción Ilabaca Parga

16.212.428-5

milabacap@gmail.com

[cl.linkedin.com/pub/maria-asuncion-ilabaca-parga/32/1b3/757](https://www.linkedin.com/pub/maria-asuncion-ilabaca-parga/32/1b3/757)

<https://www.iapti.org/member/maria-asuncion-ilabaca-parga/569-68789320>

EDUCATIONAL ACHIVEMENTS

2004 High School
Colegio Madre Cecilia Lazzeri

Higher Education

2006–2009 Graduate on Translation and Simultaneous and Consecutive Interpretation English-Spanish
Escuela Americana de Traductores e Intérpretes

Graduate on Translation and Interpretation French-Spanish
Escuela Americana de Traductores e Intérpretes

2010 Diploma in Back translation and Assisted Translation Spanish-English
Instituto Profesional EATRI

2021 TEFL Certificate
TEFL Academy

PROFESSIONAL EXPERIENCE

MIP Traducciones **September 2015 – Up to date**
Director / Translator

Freelance translation in pharmaceutical and medical documents (regulations, protocols, analysis methods, questionnaires, leaflets, etc). Use of CAT Tools.
Also legal document translations.

SOL SPA (School of Languages) **July 2021 – Up to date**
English Language Teacher

English classes for groups from A1 to B2 level.

POLÍGLOTA SPA **October 2020 – Up to date**
English Coach

English classes for groups from A1 to B1 level.

ENGLISH CLASSES **August 2020 – Up to date**
English instructor

Private English classes from A1 to C1 level, including Business English

WORLEY CHILE
Project / Contract Assistant

June 2018 – July 2020

Coordinate and assist in the organization of any type of meeting, either in the office or outdoors.
Coordinate ticket purchases, hotel reservations, visitor transfers or project staff.
Make minutes for each contractual meeting and keep records.
Support in the administration of the 45 project contracts.
Archiving and preparation of file cabinets of project information.
Updating of the Contracts Department's weekly report.
Updating of information clouds of the Contracts Department.
Organization of project events.
Efficiently provide administrative and organizational support to the project.
Processing of Payment Statements and Contractor Invoices.
Stock management of office equipment and materials.
Provide support and manage the agenda of the Project Management (3 Managers).
To be the referent person, in relation to the administrative activities for the members of the Project.
Translate related documentation.
Coordinate visits and work visas for foreigners in the project.

GLOBAL GATE CHILE
English Teacher

March 2017 – December 2017

Business English classes in-office.

MANPOWER CHILE
English Teacher

March 2016 – July 2017

English classes in levels: Basic, Intermediate and Phonetics.

PFIZER CHILE
Executive Assistant for Precision Medicine Center of Excellence

September 2014 – August 2015

To provide administrative and organizational support to the Center Team and also the Executive Direction
To develop key functions on administrative management for the development of the financial processes and procedures in the research center.
To manage the purchase process in the Center and also the Genomics Laboratory.
Management of Equipment and office supplies.
To support and administrate the Executive Director agenda.
To coordinate and assist in planning any kind of meetings (internal and external meetings, seminars, courses, hotel reservations, transportations, traveling, etc).
To coordinate travels for all the local staff and attendees.
To prepare agreements.
To translate and review translations.
Operative support in congress and marketing activities.
To coordinate and manage the research studies of the Center of Excellence, including the development and review of the master study protocol, informed consent, management with the regulatory authorities and contract management of the study sites.

PPD INTERNATIONAL HOLDINGS

January 2012 – September 2014

Project Assistant

To review regulatory documents for proper content in accordance with FDA, ICH/GCPs, PPD and Client Company appropriate SOPs prior to submission to the Project Manager, central IRB, Regulatory Affairs and/or the client.

To perform PPD investigator file reviews and log outstanding issues in project related tracking tools and works out to solve them.

To liaise with monitors and investigative sites to resolve outstanding regulatory issues identified through ongoing regulatory review and investigator file reviews in a timely manner.

To develop and maintain assigned data points within the CTMS database according to the established conventions and tools for the project, within specified timelines

To oversee the execution and dissemination of study related information, including project tracking updates to clients, clinical study teams and other PPD departments

To send and receive sites CIOMs

To coordinate the shipments, receptions and archival of regulatory documents for each project.

To support monitoring activities such as drug accountability, preparation for internal and external audits in the Research Center.

PFIZER CHILE

September 2010 – December 2011

Clinical Trial Assistant for Clinical Operations (PGRD)

To provide secretarial administrative and organizational support to the research unit staff (Monitors, COLs).

To prepare or assist with the pre-filing packages and any other study related documents to be sent to the study sites, EC and MoH to comply with the local regulations, ICH-GCP guidelines and Corporate SOPs.

To prepare study-related documents and send them to the investigators, IEC and the MoH and keep tracking of these documents.

To be responsible for managing centers, registering centers and updating centers data in RighTrack II (Data Base).

To be responsible of the drug import process.

To send and receive sites drug and CIOMs.

To organize and maintain the clinical study files.

To translate and review translations of study documents.

To coordinate and facilitate communications with clinical site personnel and/or sponsoring unit.

To train the new Clinical Trial Assistants.

PFIZER CHILE

May 2010 – September 2010

Administrative Assistant for Clinical Operations (PGRD)

To provide secretarial administrative and organizational support to the local research unit staff.

To handle mails and prioritize correspondence, from within and outside the country.

To prepare the clinical trial agreements.

To manage payments for investigational center and providers.

To buy office supplies.

To coordinate and assist in planning any kind of meetings, seminars, travels.

To receive all invoices and follow the corresponding financial procedures.

To translate and review translations.

AUSTRALIAN EMBASSY
Austrade / Expomin
Professional Internship as English-Spanish Interpreter

April 2010

To interpreter native speakers in English for business.
To assist the speakers in logistics issues.

ADDITIONAL KNOWLEGDE

English Language

Written Level: professional proficiency
Speaking Level: professional proficiency
Reading Lever: professional proficiency

French Language

Written Level: advanced
Speaking Level: Advanced
Reading Lever: Advanced

Microsoft Office

Experience in costumer services

Basics Oncology Course, Pfizer Chile, Dr. Patricia Banchemo

Auditor Qualification Program, Pfizer Chile, Louis Fundora

TEFL Certification, 2021

OTHER

Director in MIP Traducciones

Member N°436 Colegio de Traductores e Intérpretes de Chile (COTICH)

Member of International Association of Professional Translators and Interpreters



Santiago, 2021