PERSONAL INFORMATION

FIRST NAME, SURNAME	**Anton Golubkov**
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NATIONALITY	Russian Federation
DATE OF BIRTH	23.03.1972

WORK EXPERIENCE

EMPLOYER	None, self-employed
DATES	April 2020 - till now
POSITION	Freelancer
RESPONSIBILITIES	Technical and business writing; proofreading, consulting (contracts & purchasing). Database development
EMPLOYER	PSI Company Limited, St. Petersburg, a subsidiary of PSI CRO AG, Switzerland
DATES	January 2009 - March 2020
POSITION	**Director, Purchasing and Hospital Contract Management**
RESPONSIBILITIES	Overall management of the department staff, including but not limited to: - establishing operational objectives and performance goals for subordinate employees'; - assignment of their responsibilities and reporting lines within the department; - development of job descriptions; - implementation of training programs; - hiring and dismissal; - oversight of subordinate employees' career development. Preparation and management of contracts with: - hospitals/independent medical facilities; - local, regional and central labs;

- third-party vendors of concomitant/rescue medication, medical/laboratory purpose products, equipment, etc.

Payment administration/tracking/accountability with regard to the mentioned above contracts.

Concomitant/rescue medication, medical/laboratory purpose products and equipment purchasing.

Acting as the main point of contact for:

- project teams and company divisions with regard to department's activities;

- hospital's/third-party vendor's administration with regard to negotiation and timely execution of the mentioned above contracts and relevant documents.

ACHIEVEMENTS	A key role in development and maintenance of a new departmental full custom application that allows to track all the data re preparation and management contractual/purchasing documents:

- advancing general ideas, scope and technical requirements;

- choosing a platform with regard to the tools/applications that are in use in the company;

- database design & development (MS SQL Server);

- coordinating hardware selection, purchase and maintenance, including vendors selection and management;

- overall management of the app development, testing and support.

Development and implementation of a system for third-party vendors' assessment and selection: establishing the rules; constructing documents' forms and related reports.

EMPLOYER	PSI Company Limited, St. Petersburg
DATES	August 1997 - January 2009
POSITION	**Manager, Finance & Administration**
RESPONSIBILITIES	The manager and curator/process owner with respect to the following workgroups:

- hospital contract management;

- purchasing medicinal products;

- pharmaceutical warehouse;

- personnel service.

Preparation of invoices for client and resolving billing issues. Keeping track of accounts receivable.

Preparation of reports as scheduled and special reports as required for reconciliation or other reasons.

Development and improvement of administrative and personnel service procedures in line with the legal framework.

Controlling the support documents for payments and financial reports.

Acting Technical Officer and System Administrator (in an unofficial capacity).

ACHIEVEMENTS	Modernization of the departmental computer system, including purchasing and setting up new hardware/software and staff training.

Purchasing and setting up:

- a telecom system, based on AVAYA servers;

- hi-end medical/laboratory REVCO freezers and refrigerators;

- heavy-duty XEROX machines.

Opening and licensing a new pharmaceutical storage facility: premises selecting, staff hiring and training, equipment purchasing, software customization, etc.

Starting and maintaining new processes/systems in:

- out-of-pocket expense reporting;

- personnel service operations.

EMPLOYER	Neopharm, Russian-American JSC, St. Petersburg
DATES	May 1995 - July 1997
POSITION	**Lead Contract Manager**
RESPONSIBILITIES	Discussing, drafting, reviewing and negotiating the terms of new contracts with:

- internal clients (departments heads, lead scientists, project managers, etc);
- third-party vendors.

Agreeing payment terms, budgets and timescales.

Facilitating legal discussions around unresolved issues.

Payment administration, tracking and accountability with regard to concluded contracts.

Maintaining contractual records.

ACHIEVEMENTS	Just personal growth, acquiring proficiency in contract management and boosting administrative skills.

EMPLOYER	Neopharm, Russian-American JSC, St. Petersburg

DATES	February 1995 - May 1995
POSITION	**Contract Manager Associate**
RESPONSIBILITIES	Preparation of contracts with:
	- research institutions;
	- temporally labor teams.
	Payment administration, tracking and accountability with regard to these contracts.
	Preparation of related documents.
ACHIEVEMENTS	Automation of contractual documents preparation and tracking (MS Word Mail Merge feature, plus macros and Visual Basic)
EMPLOYER	Neopharm, JSC/Russian-American JSC, St. Petersburg
DATES	July 1994 - February 1995
POSITION	**Paper Work Secretary**
RESPONSIBILITIES	Recordkeeping, maintaining office supplies and coordinating equipment maintenance, handling packages and correspondence.
	Support to document management.
	Subscriptions processing.
	Ongoing work with printing/copying facilities: tracking orders and payments, accepting, etc.
	Compiling an inventory of the company's assets.
ACHIEVEMENTS	Contributing to the company's research activities: creating and maintaining electronic catalog of locally available scientific literature, including books and publications.

EDUCATION AND TRAINING

DATES	February 2019 - till now
QUALIFICATION/COURSE	Daily Dictation Members
INSTITUTION	Let's Master English, USA
DATES	September 2022 - December 2022
QUALIFICATION/COURSE	Database Specialist, Summa Cum Laude
INSTITUTION	Far Eastern Federal University (FEFU)

DATES	October 2021 - February 2022
QUALIFICATION/COURSE	Frontend Developer
INSTITUTION	JetBrains Academy

DATES	June 2021 - October 2021
QUALIFICATION/COURSE	Java Developer (Syntax, Core)
INSTITUTION	JavaRush

DATES	February 2021 - April 2021
QUALIFICATION/COURSE	CS50
INSTITUTION	Harvard College, USA

DATES	July 2020 - September 2020
QUALIFICATION/COURSE	C++ Developer (Basics), Summa Cum Laude
INSTITUTION	Yandex/Stepik

DATES	February 2018 - August 2019
QUALIFICATION/COURSE	Communication Skills Program
INSTITUTION	STL, UK

DATES	January 2017 - January 2019
QUALIFICATION/COURSE	Original and Power English Courses
INSTITUTION	Effortless English, USA

DATES	September 2008
QUALIFICATION/COURSE	Pharmacy Management and Economics, advanced training
INSTITUTION	St. Petersburg Medical Academy of Postgraduate Studies

DATES	March 2002 - April 2002
QUALIFICATION/COURSE	Pharmacy Management and Economics, advanced training
INSTITUTION	Military Medical Academy n.a. S.M. Kirov, St. Petersburg

DATES	September 1989 - June 1994

QUALIFICATION/COURSE	PharmD, Summa Cum Laude
INSTITUTION	St. Petersburg Chemical Pharmaceutical Institute
DATES	September 1987 - May 1989
QUALIFICATION/COURSE	Junior Paramedic
INSTITUTION	Work Training Center/City Hospital #16, Leningrad
DATES	September 1979 - June 1989
QUALIFICATION/COURSE	Certificate of secondary (complete) education
INSTITUTION	Secondary General School #308, Leningrad

SKILLS

LANGUAGES	Russian - mother tongue; English - B2
COMPUTER COMPETENCES	Software/tools:
	MS Office & Visio, SoftMaker Office, OpenOffice;
	Adobe Photoshop, Adobe Illustrator, GIMP, Inkscape;
	1C Enterprise; MS SQL Server, MySQL, PostgreSQL;
	JetBrains: IntelliJ IDEA, WebStorm, DataGrip;
	Git/GitHub; macOS; WordPress; Jira & Confluence
	Programming languages, frameworks and libraries:
	C++ (basics), Java (syntax, core), HTML5, CSS3, JavaScript;
	Markdown, PlantUML
	Documentation:
	GOST standards & best practices
HOBBY	Reading, studying English, bicycles, touring, knives & sharpening