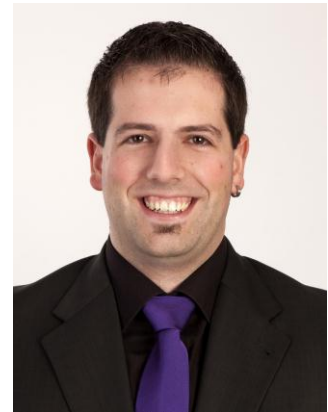


Profile

Cédric Porchet

Junior Consultant

Email: cedric.porchet@arcondis.com



EDUCATION

- 2007-2010 ✓ University of Applied Sciences Northwestern Switzerland Basel, Bachelor of Science in Economics (Major in Finance, Minor in IT as Business Enabler)
- 2006-2007 ✓ Business School Basel, Vocational Matura
- 2001-2004 ✓ Business School Basel, Commercial Apprenticeship

PROFESSIONAL TRAINING

- 2011 ✓ Concept Heidelberg
 - Computer system validation
 - The Validation Officer
- 2009 ✓ Business English Certificate Higher
- 2007 ✓ First Certificate in English
 - ✓ Certificat de français du secretariat
 - ✓ DELF scolaire niveau 2 (unités A3-A4)
- 2003 ✓ Swiss IT Certificate (SIZ)

SPECIAL ACTIVITIES

- Since 2007 ✓ Volunteer Firefighter in fire brigade Wildenstein

LANGUAGES

- ✓ German (mother tongue)
- ✓ English (fluent in both spoken and written)
- ✓ French (good knowledge in both spoken and written)

INTERNAL FUNCTION

- ✓ Junior Consultant in Computer system validation

CORE SKILLS

- ✓ Project management
- ✓ ITIL

BUSINESS EXPERIENCE**Program and
Project
Management**

- ✓ Project Controlling
- ✓ Project Management

**Skills
development**

- ✓ Development of a concept for cooperation and settlement of accounts between two communities

METHODS AND TOOLS**Project
Management**

- ✓ V-Model

**System
Development**

- ✓ Analytical and creative techniques: Brainstorming, Mind Maps...
- ✓ Process models: V-Modell (CSV)

**SW-Tools &
Languages**

- ✓ MS Office (incl. MS Visio), Photoshop, SharePoint
- ✓ HTML, CSS

INDUSTRIES

- ✓ Logistics, Pharma, Biotechnology
-

PROJECT EXPERIENCE

Subject area	Process Writer / IT-Sourcing	Project description / responsibilities
Year / Duration	2012, ongoing	Introduce a global e-Discovery solution in a productive, complex infrastructure in the pharmaceutical environment, taking legal requirements into account.
Service	IT-Management	
Customer	Major Swiss pharmaceutical	My roles:
My role	Project management support	<ul style="list-style-type: none"> ✓ Support PM ✓ Project management ✓ Documentation / Reporting ✓ Quality Management ✓ Management of small workshops ✓ Training
Subject area	Validation	Project description / responsibilities
Year / Duration	2011 / 4 months	Validation of a global online catalog / online shop and all its components.
Service	CSV	
Customer	Medical Technology manufacturer	My roles:
My role	Technical Writer	<ul style="list-style-type: none"> ✓ Documentation ✓ Reporting ✓ Consolidation of feedback ✓ Leading of telephone conferences
Subject area	Mapping QMS	Project description / responsibilities
Year / Duration	2011 / 3 months	Mapping of documents to prove that the company fulfills all regulations by means of the QMS (GWPs / SOPs)
Service	LIM	
Customer	Medical Technology manufacturer	Document management: sending documents for review and approval monitor the current workflows.
My role	Analysis	
Subject area	Process Writer	Project description / responsibilities
Year / Duration	2011, ongoing	Supporting the MS Online BPOS Litigation work stream in defining, developing and documenting processes and procedures for the Messaging Litigation Service Management.
Service	LIM	
Customer	Major Swiss pharmaceutical cooperation	
My role	Analysis, documentation	