

PERSONAL INFORMATION

Anton Dotchev

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PERSONAL STATEMENT

I am a motivated employee who likes to perform his assignment in a creative way and aims for quality.

I adapt fast in changing situations and have strong communicative skills. Flexibility and initiative are my important piers in my way of working. I have experience in working and collaborating with individuals and teams from 3 to 30 persons. I have already build up experience in several different branches: Molecular biology, Cancer biology, Mechanisms that preserve genome integrity, as well as Customer support, Sales, Project managing...The last 3 years I deliberately changed my focus from the basic science point of view to a more functional one and towards the idea to bridge the basic science breakthroughs with the clinical practice. I would like to grow in this direction and like to expand my science interest in combination with skills in a more patient oriented direction.

WORK EXPERIENCE

10/15–Present

Clinical Trial Assistant

Milray JSC, Sofia (Bulgaria)

- Assist with the Ethics / Regulatory Submissions; keep a track of submissions & approvals for the study.
- Set up and maintenance of the Trial Master Files (TMF) or Electronic filing systems/ set up of the Investigator Site File (ISF)
- Managing and maintaining study documents & trial supplies e.g.; Patient Information Sheets, Patient Diaries, Lab Kits & Medical equipment for sites.
- Preparing essential clinical trial documentation, distributing, tracking and filing of documents on return.
- Assist with collating, tracking & shipping CRFs & data queries to Data Management
- General study filing
- Coordinating archiving of study documentation
- Arranging translation of patient documents
- Assisting Clinical Research Associates on monitoring visits

11/14–9/15

Research biologist

Bulgarian Academy of sciences, Institute of Molecular biology "Acad. R. Tsanev", Sofia (Bulgaria)

Basic research in the field of DNA repair, genome stability and PARP biology

2/13–10/14

Sales representative

Gentaur Bulgaria EOOD, Sofia (Bulgaria)

Gentaur

Gentaur Bulgaria is part of Gentaur Molecular Products, Belgium

Job description: Sales representative and biotechnological customer support for French and English speaking customers from universities, hospitals and private research and diagnostic laboratories: distributing and promoting molecular biology laboratory equipment (reagents, kits, lab machines etc)

Main tasks:

- Preparing offers, advertisements, flyers, targeted emailings of current promotions, creating product pages on the French website (Wordpress);- Organizing business trips and business meetings with current and potential customers in Europe (France, Belgium and Bulgaria);

Applied Skills:

-Fluent English, Fluent French, Computer skills, Team work, Good communication skills, Biological Background (being familiar with the latest technologies and methods used in the field of biology – stem cells, cell cultures, iPSC culturing and differentiation, PCR, Confocal microscopy, etc); Flexibility, Adaptability, Independent thinking, Creativity

EDUCATION AND TRAINING

1/10/08–1/7/12

Bachelor, Molecular biology

EQF level 6

Sofia university "St. Kliment Ohridski", Sofia (Bulgaria), Sofia (Bulgaria)

General

- Biochemistry, Molecular biology, Genetics, Biophysics, Microbiology, Mathematics.
- physical education

Occupational

- occupational techniques (PCR, Western blotting, ELISA)- knowledge of molecular biology, statistics, applied techniques in molecularbiology

1/10/13–1/3/15

Master, Cell biology and pathology

EQF level 7

Sofia university "St. Kliment Ohridski", Sofia (Bulgaria)

General

- Cell biology, Cell cultures, MicroscopyOccupational- occupational techniques (Cell cultures, Western blotting, Con- knowledge of cell biology, applied techniques in cell biology

PERSONAL SKILLS

Mother tongue(s) Bulgarian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
	TOEFL iBT				
French	B2	B2	B2	B2	B2
	DELF B2				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Good communication skills gained through my experience as a sales representative and customer support technician

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Basic user

Digital competences - Self-assessment grid

Good command of MS Office (Word, Excel, Powerpoint, Outlook)
Experience working with Adobe Photoshop, Adobe Illustrator, Adobe InDesign. Experience working with Nitro Pro.

ADDITIONAL INFORMATION

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- Honours and awards** Laureate at the Bulgarian National Biology olympiad, April 2008
- Courses** Molecular mechanisms in signal transduction and cancer (EACR), August 2015
- Certifications** Good Clinical Practice (BULgarian Association of Cancer Research), 21-October-2015
- Certifications** GCP - Refresher Training, QActive, 18,19-January-2016