

LINA R. TRABOULSI
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QUALIFICATIONS

- **Professional:**
 - 15 years of professional experience in the various areas of Pharmaceuticals and Healthcare: Quality Assurance, Pharmaceutical Warehouse Management, Multinational Humanitarian Organization, Project Management, Hospital Information System, Clinical Research, Electronic Medical Records, Medical Writing, Pharmacovigilance, Regulatory Affairs, Pharmaceutical Manufacturing, Community Pharmacy management.
 - Member of the Scientific Committee at the Order of Lebanese Pharmacists between November 2021 and December 2022.
- **Educational:** Pharm D (Doctor of Pharmacy), Masters1 Pharmacology, Continuing Medical Education, Medical Communication Essential Skills, Biostatistics in Public Health.
- **Humanitarian:**
 - Member of the Volunteers Network at ADYAN Foundation since 2018
 - Participant in the Order of Malta Volunteers (OMV) activities since May 2022
 - Volunteer with Ana Khayyak – Roy Hamouch Association since October 2022 and biweekly visiting the Home of Hope at Kehhaleh to provide support to misfortunate, abandoned and orphaned children

PROFESSIONAL EXPERIENCE

Quality Assurance Pharmacist (October 2020 – Present)

Lebanese Association of the Knights of Malta – Lebanon

Major areas of responsibility:

- Develop and Update Standard Operating Procedures (SOPs) including related forms for the central warehouse and for the healthcare centers' pharmacies in line with International and MOPH best practices for pharmaceuticals products.
- Audit good drugs and medical supplies storage and distribution practices in central warehouse and reinforce adherence of staff to protocols, SOPs, and guidelines.
- Plan healthcare centers periodic visits and Audit of the implementation of the pharmacies' SOPs.
- Identify enhancement and suggest reports configuration to be introduced in the upgrades of the Health Information System HIS (namely PHENICS) and the ERP System (namely SAP) and Collaborate with the IT Department for their design and implementation.
- Perform Drug Demand Planning and Forecasting for the different Healthcare Centers Pharmacies and Mobile Medical Units, and Assess Partner Institutions drugs needs.

- Establish periodic and annual local and international drugs orders in collaboration with the Chief Pharmacist and Procurement Department.
- Provide support in defining specification of drugs, medical consumables and medical equipment.
- Identify healthcare centers' pharmacies needs related to quality and knowledge update, and plan refreshers and training sessions to the pharmacy community.
- Contribute to various healthcare centers projects through design, implementation and assessment of pharmacy related initiatives in alignment with Project Managers and Project Teams.
- Develop and edit scientific material related to projects for the corresponding forms, protocols, and brochures.
- Monitor in alignment with Healthcare Centers Administrators and Project Managers, the execution of initiatives and projects in compliance with established protocols and procedures.
- Participate in projects-related data reporting and analysis with periodic statistics in alignment with the M&E Senior Consultant
- Participate in warehouse yearly inventories and update medications lists in alignment with Chief Pharmacist.
- Attend the Ministry of Public Health training related to Primary Healthcare Centers Pharmacy Staff.

Volunteer Pharmacist (10 Sep 2020 – 30 Sep 2020)

Lebanese Association of the Knights of Malta – Lebanon

Major areas of responsibility:

- Draft scientific content for diabetes, hypertension, and Covid-19 infection awareness campaigns.
- Draft a detailed report of the current workflows and documentation status of the Central Warehouse and Ain El Remmaneh primary healthcare center's pharmacy.
- Put an improvement plan for the Central Warehouse and Ain El Remmaneh primary healthcare center's Pharmacy corresponding workflows and documentation.

Project Manager (Dec 2016 – May 2020)

ITB – Healthcare Division, an ITG company – Beirut, Lebanon

Major areas of responsibility:

- Overall Planning, management, coordination, execution, and evaluation of DxCare Hospital Information System different modules implementation.
- Review and update project plans periodically.
- Prepare and present technical and functional reports and project presentations to management and clients.
- Perform weekly meetings with client's Project Manager and Heads of Committees to track project progress and tasks delivery (from both sides), assess issues and identify solutions, provide required clarification, review challenges, and ensure that milestones are achieved and that deadlines are met appropriately.

- Attend periodic steering committee meetings and discuss high-level project status, change requests, upper management decisions and issues resolutions.
- Establish a communication schedule for updating ITB upper management and other appropriate staff on the progress of projects.
- Ensure product consultants are provided with continuous training and refreshments on modules with the provider Dedalus France (formerly Medasys France).
- Review and configure the Pharmacy module (DxPharm) including the Drugs Sheets, and configure the different Drugs Dosage Regimens.
- Provide Training on the Pharmacy module (DxPharm) and Different Types of Drugs Medical Orders and Protocols Orders and Executions (in DxCare).
- Assist in Pharmacy interface testing and finalization.
- Assign product consultants on projects and delegate authority and responsibility to them.
- Schedule product consultants' daily work and weekly meetings with the client's committees.
- Provide minutes of meetings of daily and weekly meetings with the client as well as minutes of meetings of the steering committee.
- Hold periodic meetings with the assigned project consultants and enhance their motivation.
- Support Business Development Managers with demonstrations planning and performance to new clients.
- Ensure all projects documents are safely archived during the course of the project and after projects completion.

ClinFo1T Operations Manager (Feb 2014 – Dec 2016)

ClinGroup Holding, Beirut, Lebanon (Contract Research Organization) – ClinFo1T being a subsidiary of ClinGroup Holding

Main areas of responsibility:

- Overall management of medical writing (MW), data management (DM) and biostatistics (BS) activities, communication with clients, projects planning, departmental activities organizing, allocation of tasks, activities controlling, and team leading.
- Perform background research and literature reviews.
- Review and write study protocols, informed consent forms, clinical study reports, and advisory board minutes of the meeting reports.
- Design and develop case report forms (CRF) and validate electronic CRFs.
- Perform training on protocol, paper CRF and electronic CRF completion.
- Perform medical coding (according to MedDRA, WHO Drug Reference List, CTCAE...).
- Review and edit data management plans, data management reports, CRF completion guidelines, statistical analysis plans, statistical analysis reports, scientific presentations, scientific posters.
- Draft research abstracts, and review and edit scientific manuscripts and documents.

Therapeutic and medical areas: hematology, oncology, cardiovascular, neurology, metabolic diseases, respiratory, ophthalmology, infectious diseases, endocrinology, orthopedics.

- Develop database for MW/DM/BS while assessing and evaluating their performance.

- Develop new MW/DM/BS related procedures and updated existing ones.
- Ensure staff training and proper implementation of training.
- Assist in business planning, marketing and sales activity related to MW/DM/BS services.
- Initiate in August 2016 a new unit in ClinFoIT for Pharmacovigilance-related services and start with SOPs writing.

Technical Manager – Production Manager (Jan 2007 – Feb 2014)

Chapha, Chalhoub Pharmaceuticals, Mansourieh-Metn, Lebanon (a Lebanese Pharmaceutical Manufacturer)

Main areas of responsibility:

- Pharmacist in charge towards the Ministry of Public Health: prepare, sign, and present all legal applications, documents and registration files.
- Attend the Association of Lebanese Industrialists' meetings.
- Monitor all production steps (from raw materials receiving until storage of finished products) and ensure that products are produced and stored according to cGMP compliant documentation and protocols.
- Ensure retention of all evaluated and signed production records.
- Write and update all production-related procedures.
- Execute and supervise new projects and follow up on ordering of new machinery and equipment.
- Participate in the development of local generics formulas and coordinate with third parties for the development of under license products.
- Prepare preliminary pricing of new products and follow-up with the relevant authorities.
- Design the outer boxes and brochures of the new products.
- Participate in the planning of new Chapha facility layout with the corresponding expansion to introduce a solid line for tablets and capsules, and participate in the corresponding comparative studies for the purchase of new pharmaceutical machinery and equipment.

Therapeutic and medical areas: gastro-intestinal, respirology, inflammation, endocrinology.

Freelancer Medical Writer (Jan 2009 – Feb 2010)

ClinServ International, currently part of ClinGroup Holding, Hazmieh, Lebanon.

Main areas of responsibilities:

- Draft, review and amend Common Technical Documents (CTDs); study protocols and synopses.
- Draft and edit scientific presentations.
- Edit manuscripts.

Assistant Pharmacist (Oct 2005 – Aug 2006)

Plurimedec Pharmacy, Horsh Tabet, Lebanon.

- Check drug inventory (using SoftPharm), Manage inventory of medications and supplies, and Verify deliveries against purchase orders.
- Prepare and receive orders.

- Deliver medications according to written prescriptions and Council patients.

EDUCATION

Master 1 Pharmacology (Jul 2007)

Faculty of Pharmacy, Saint Joseph University, Beirut, Lebanon

Pharmacology

Pharm D (Doctor of Pharmacy) (Sep 2006)

Faculty of Pharmacy, Lebanese University, Lebanon

Pharmacy

Baccalaureate II (Jun 2000)

Ecole Secondaire des Filles de la Charité, Ashrafieh, Lebanon

Life Sciences

Languages

English, French, Spanish and Arabic (Native Speaker)

CERTIFICATIONS

- Humanitarian Leadership Diploma (Ongoing – started in Feb 2022)
AUB Global Health Institute (GHI) Online Platform
 - Course 1 of 8 completed – Project Management in Humanitarian Settings Certificate of Completion: 04 Apr 2022
 - Course 2 of 8 completed – Humanitarian Programming Monitoring and Evaluation Certificate of Completion: 29 Jul 2022
 - Course 3 of 8 ongoing – Budgeting and Reporting for Humanitarian Programming
- Positive Communication Certificate of Attendance (completed online)
WAZNAT Consulting, May-Jul 2021
- Biostatistics in Public Health Specialization (completed online via Coursera platform)
Johns Hopkins University, 3 Jan 2021
(Specialization received further to the successful completion of the following 4 courses and the acquisition of the corresponding course certificates:
 - Summary Statistics in Public Health Course Certificate: 22 Nov 2020
 - Hypothesis Testing in Public Health Course Certificate: 20 Dec 2020
 - Simple Regression Analysis in Public Health Course Certificate: 31 Dec 2020
 - Multiple Regression Analysis in Public Health Course Certificate: 3 Jan 2021
- Introduction to Systematic Review and Meta-Analysis Course Certificate (completed online via Coursera platform)
Johns Hopkins University, 14 Dec 2020
- Essential Epidemiologic Tools for Public Health Practice Course Certificate (completed online via Coursera platform)
Johns Hopkins University, 29 Nov 2020
- Psychological First Aid Training Certificate of Achievement
Lebanese Association of the Knights of Malta, 24 Nov 2020
- Medical Writing Essential Skills Certificate Program
American Medical Writers Association (AMWA), 29 Jul 2020
- Raising the knowledge of Religions and Public Affairs in Lebanon, 2018-2019 Seminar

- Institute for Citizenship and Diversity Management (ADYAN), Jul 2019, Beirut, Lebanon
- Les Compétences Pour le Dialogue Intercultural
France Université Numérique (FUN), Cours en Ligne (MOOC), Apr 2019
- Digital Media Training 2017
National Democratic Institute for International Affairs (NDI), Jun 2017, Beirut, Lebanon.
- Institute of Certified Professional Managers, ICPM Certification
 - Management Skills I: Foundations of Management, December, 2014
 - Management Skills II: Planning and Organizing, March, 2015
 - Management Skills III: Leading and Controlling, Exam not done
- Medical Writing & Communication, Medical Affairs Certificate
Medical Affairs Leaders Forum, Oct 2014, Bratislava, Slovakia
- Spanish Language
DELE Nivel A1, Feb 2010
DELE Nivel B1, Jul 2011
Courses taken at the American Lebanese Language Center – Sin El Fil, Lebanon
Diplomas delivered by the Instituto Cervantes – Beirut, Lebanon
Private classes, level DELE C1, 2012-2014
- Continuing Training, 2007-2008
This certificate program keeps the Pharmacist up to date on all novelties in the pharmaceutical field (new treatments trends, new indicators...), and it also provides a review of current and traditional pharmaceutical practices. Lectures are presented by specialized Doctors and Pharmacists of various fields.
Faculty of Pharmacy, Saint Joseph University, Lebanon

TRAINING

- PHENICS Health Information System implemented by the Lebanese Ministry of Public Health in Primary Healthcare Centers (Nov 2020)
- SAP (ERP System) (Sep 2021)
- DxCare & DxPharm Hospital Information Systems, (Jan 2017 – Dec 2019), Dedalus (France): Overview of Modules and functionalities
- Conducting Effective Meetings – ITB Healthcare, (May 2018), (Lebanon)
- Everyone Communicates, Few Connect, (Apr 2018) - M.C.A. People Solutions
- Introduction to Project Management (Refreshment training), (Jun 2017) - ITG (Lebanon)
- Pharmacovigilance System Compliance Training, (Oct 2016), ABBOTT (Lebanon)
- Good Pharmacovigilance Practices, (Sep 2016) (Self Training), (Lebanon)
- Discovering Self and Others, (May 2016), ClinGroup Holding (Lebanon)
- ERP training: BD and Project Management Documentation, (May 2016), Microsoft Dynamics NAV 2013 R2
 - Create standard tasks and job tasks
 - Allocate resources and time to job planning lines
 - Assign planning dates to each planning line
 - Create, submit, approve and post time sheets
 - Create job sales invoice
- Pharmacovigilance Training, (Mar 2016), Pierre Fabre, (Lebanon)

- The 2015 Annual Meeting of the Lebanese Pulmonary Society Conference, (Jun 2015), The 2015 Triennial of the “Espace Francophone de Pneumologie”, (Lebanon)
- Drug Safety Awareness Training, (Apr 2015), Roche (Lebanon)
- December 2014: Personal Development Workshop, (Dec 2014), ExPand (Lebanon)
- Medical Affairs Leaders Forum, (Oct 2014), (Bratislava, Slovakia).
 - Insights on Medical Affairs for Enhanced Stakeholder Communications and Engagement
 - New Insights on Investigator Initiated Trials
 - Interactive Workshop on Medical Writing and Communication for Medical Affairs (with certification)
- Pharmintech exhibition, (Apr 2013), (Bologna, Italy).
 - Look for potential suppliers for the machineries of the new solid line at Chalhoub Pharmaceuticals (Chapha)
 - IMA plant visit (world leader in the design and manufacture of automatic machines for the processing and packaging of pharmaceuticals, cosmetics, tea, coffee and foods)
 - Marchesini plant visit (a leader in the design and manufacture of packaging machinery of pharmaceuticals and cosmetics)
- Health Insight 3 Arabic Workshop, (October 2011), (Hilton-Habtoor, Lebanon).
 - Annual workshop supported by the Lebanese Ministry of Public Health and other Arabic Ministries of Health, where Health Professionals meet to discuss regulatory, legal affairs and new opportunities.
- Association of Lebanese Industrialists’ Meetings, (2007 – 2014), (Lebanon).
- Plurimedec Pharmacy Internship, (Sep 2005 – Oct 2005), (Horsh Tabet, Lebanon).
- Internship at the DIC Drug Information Center (DIC), (Aug 2005 – Sep 2005), Lebanese Order of Pharmacists, (Beirut, Lebanon).
- Lebanese Canadian Hospital Pharmacy Internship, (Jul 2005 – Aug 2005), (Sin El Fil, Lebanon).
- Nouvelle Pharmacie Slaf Internship, (Jul 2004 – Oct 2004) (Jul 2003 – Oct 2003) (Jul 2002 – Oct 2002), (Dekwaneh, Lebanon).
- Hayek Hospital Medical Laboratory Internship, (Aug 2003 – Oct 2003), (Sin El Fil, Lebanon).

OTHER SKILLS

Business Software:

Microsoft Office (Word, Outlook, Excel, and Power Point)
 Adobe Illustrator
 Adobe Photoshop
 Quark Xpress
 Enterprise Project Management
 Enterprise Resource Planning (ERP: SAP and NAV 2013 R2)
 Search engines (PubMed, Medline, ScienceDirect and Embase)

Medical Software:

Health Information System (PHENICS implemented by the Lebanese Ministry of Public Health in Primary Healthcare Centers)

Hospital Information System (DxCare and DxPharm systems provided by Dedalus France, formerly Medasys)
Clinical Data Management systems (ClinCapture)
Interactive Web Response systems in Clinical Research (RANDI)

PRESENTATIONS

“Standards of clinical trials: Objective comparison between regional and global standards”.
LAAS 20th International Conference, Lebanese University, March 2014, Hadath, Lebanon

AWARDS and HONORS

- Honor graduate, with Distinction (Very Good), Pharm D (Doctor of Pharmacy) Faculty of Pharmacy, Lebanese University, Lebanon.
- Honor graduate, with Distinction (Very Good), Baccalaureate II in Life Sciences Ecole Secondaire des Filles de la Charité, Ashrafieh, Lebanon.

HOBBIES and INTERESTS

Reading, Travel, Dialogue and Public Affairs, Column Writing and Presenting on Radio (Watani Program presented in Spanish language for the Lebanese Diaspora in Latin America and Spain 2018-2019), Order of Pharmacists Affairs, Ballroom dancing, Reading, Music, Walking, Playing the Piano.