

...YOUR  
CONSULTANT



**JOSEPHINE  
WONG**



Josephine is a Manager at Enterey with over nine years of experience in life sciences. She is PMP and Six-Sigma Black Belt Certified with experience in project and portfolio management, team leadership, and documentation processes. Her commitment to quality combined with her strong communication skills and adaptability have led her to successfully plan and execute with a wide variety of stakeholders and teams at a global level.

#### **RELEVANT EXPERIENCE**

##### **PROJECT & PORTFOLIO MANAGEMENT:**

- Successfully managed a site-wide cross-functional project with a team of over 45 members to implement an integrated quarterly quality metrics review process with Clinical and Commercial Quality within 4 months
- Managed several multi-million-dollar global and cross-functional projects focused on implementation of new technologies implement. Coordinated with functional team areas including Regulatory, Clinical Product Launch Teams, IT, Automation Engineers, Quality Assurance, and Design Engineers to track and manage project deliverables

##### **TEAM LEADERSHIP:**

- Led and managed a team of 5 technical writers to create and revise 70 GMP documents for Oracle implementation at a Manufacturing site within 4 months with an additional 300 lower risk documents post Go-Live
- Efficiently managed multiple technical teams by proactive problem solving, projecting timelines, allocating resources, and monitoring technical execution

##### **DOCUMENTATION PROCESSES:**

- Designed and developed time saving solutions on a large scale, for over 700 GMP documents, which allowed implementations to be streamlined for early or on-time deployment including a public document tracker and timeline that showed dependencies between documents, identified key players, an action plan and status per document.
- Successfully improved and migrated an entire company's document repository system and organization process within 2 months with 100% satisfaction rate
- Ensured GxP quality in documents including Stability Reports (Annual Reports, etc.) and pre-clinical study data
- Customized and maintained each project's team document repositories based off each project's needs. These included the use of MSTeams, Smartsheets, SharePoint, Google Drive, Google Sites.

##### **EDUCATION:**

University of California, Santa Cruz

- B.A., Biology and Environmental Studies

##### **CERTIFICATION:**

Smartsheet Product Certification, Online

- Smartsheets

Project Management Institute, Online

- Project Management Professional (PMP)

Management and Strategy Institute, Online

- Lean Six Sigma Black Belt (SSBB)