Silke Rostek

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Born on	24th December 1974 in Esslingen a. N.
Married to	Heinrich Rostek
Children	one daughter (born December 2008)

Professional Career

since 05/2007	**Professional self-employment** RPP – Rostek Projects & Processes offers services around project management
03/2002 – 04/2007	**Bayer Schering Pharma AG, Berlin** Global Application Coordinator Department: Functional IT-Unit Supply Chain and Environment
01/2001 – 02/2002	**Streif Baulogistik GmbH, Berlin** Trainee Engineer

Work Experience and Projects (extract)

10/2008 – today	**SWQM OHG, Wiesbaden**
	- Back office Support in Validation Projects, creation of Validation documents, translation of Validation documents (Home office)
01/2011 – 02/2011	**CSL Behring GmbH, Bern**
	- Computer Validation SAP ECC6 – Implementation of a new subsidiary (external contractor)
01/2010 – 09/2010	**CSL Behring GmbH, Bern**
	- Computer Validation SAP ECC6 – Implementation of Barcode Scanners in Warehouse Management (external contractor)

12/2007 – 06/2008	**CSL Behring GmbH, Marburg**

- Computer Validation SAP ECC6 – consolidation of different SAP systems and migration to new Release (external supplier)

11/2007	**Bayer Schering Pharma AG, Berlin**

- Computer Validation new Release of the Learning Management System as external supplier

05/2007 – today	**DaimlerChrysler car dealers, ongoing consulting activities**

- location analysis
- process value analysis
- capability approval

03/2002 – 04/2007	**Bayer Schering Pharma AG, Berlin**

- 2006: Global Application Coordinator for Learning Management System, responsible for cost centre, organization of international user conferences, trainings and support.
- 2005: Project Management „Development into a Learning Management System for international use" (Interfaces to Web based trainings, Workflow and Language database)
- 2004: national Rollout of the system (22 database instances), User Support and Training
- 2003: Member of Project Team „Development of a Training Database" (Lotus Notes Database) , responsible for documentation of User Requirements, Design Specification and Computer Validation (required by FDA CFR part 11)
- 2002: Administration of CAD and CAE systems (Computer aided Design / Engineering)
- Member of Project Team "Implementation of Document Management System for technical documentation" (Documentum / Oracle database)

01/2001 – 02/2002	**Streif Baulogistik GmbH, Berlin**

- Administration of CAD Systems
- Demand analysis for construction site facilities and preparation of reports (ACCESS, SAP)
- Tender preparations for construction site facilities
- Presentation for the fair "BAUMA 2001"

Further Occupation (extract)

2000	**MCC Smart, Berlin**

Coordination of relocating Smart Centre Berlin and take part in opening a new Smart Centre at Berlin Potsdamer Platz.

1999	**DaimlerChrysler AG, Stuttgart**
	Period of practical training (two months) in department Construction and Engineering Developing building concepts for car dealers.
1997 – 1999	**Mescherowski Architekten, Aachen**
	Period of practical training, subsequent two years employment as student trainee.
1997	**The Charter Partnership, Bedford Great Britain**
	Period of practical training (two months)

Education

1994 – 2000	**University RWTH Aachen**

- Architecture studies, degree: Diploma
- Mayor field of study: building construction and structure (Constructing with CAD)

1994	**Grammar School Georgii Gymnasium Esslingen a.N.**

- Abitur (equivalent A-levels)
- Specialized courses: Mathematics and German

Professional Training

2011	**GAMP 5 Training / Certificate "Computer Validation Representative" (Concept Heidelberg)**
2010	**FDA-/GMP requirements for IT-System- and Data security**
2008	**2nd Computer Validation Conference 2008: The new draft of Annex 11 and its consequences**
2008	**Cambridge Business English Certificate Vantage**
2005	**Features of Lotus Domino Designer 6.5** **Rhetoric / Presentation techniques**
2004	**Testing during Software Life-Cycle** **Effective presentations in English**
2003	**Computer Validation Training "21 CFR Part 11"** **Software Training ELCAD 7.1**
2002	**Domino Designer Fundamentals** **Domino Application Security and Workflow** **Oracle SQL - Introduction**

Personal Skills and Competences

Computer skills: Microsoft Office, Access, CAD (e.g. AutoCad), Lotus Notes Applications, Oracle and SAP basic knowledge

Job competences: Interacting between customers and professionals, organization and presentation

Languages: German, English

Hobbies: Travelling, Organization of private Ski Tours, Jogging, Cycling, Visiting cultural highlights in Design, Architecture and Theatre

Ludwigsburg, August 2011