

PERSONAL INFORMATION

Dr. MARIEL VOUTOUNOU

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01/03/2021 - Current

PROJECT MANAGER**BIOBANK.CY, CENTRE OF EXCELLENCE IN BIOBANKING AND BIOMEDICAL RESEARCH,
UNIVERSITY OF CYPRUS**

My current responsibilities include:

- Management of projects effectively to ensure quality throughout the process and timely delivery Definition of scope and expected deliverables, determine success metrics and track, against milestones Assist in preparation of reports and deliverables
- Management of changes to the projects' scope, schedule and cost where necessary
- Constant monitoring of risks, driving of prioritisation, balancing needs versus constraints and taking mitigation actions and contingency planning where needed.
- Development of effective presentations and project updated materials to communicate project status Proactive identification of new national, European and international funding opportunities
- Organisation and participation in the preparation of research and innovation grants at national, European and international levels
- Cooperation with all project partners to achieve expected results
- Organization and lead project conference calls and meetings, recording meeting minutes and ensuring timely completion of allocated tasks
- Reviewing and controlling project deliverables based on quality objectives and standards Investigation, reporting and documenting deviations in daily practical operations
- Contribute to assurance of quality and strategic alignment, of assigned projects, whilst adhering to relevant project parameters and processes including deadlines, budget, content specifications and approval requirements
- Adhere to all CoE policies and procedures

Public Sector

WORK EXPERIENCE

01/10/2019 – 28/02/2021

**BUSINESS DEVELOPMENT MANAGER AND PROJECT MANAGER
RTD TALOS LTD**

My main functions as a Project Manager in the Business Development Department of RTD Talos Ltd, were to lead the Business Development and Project Manage the CY-Biobank project, to which RTD Talos Ltd is the local SME partner. My work as the Business Development Manager of the CoE involved a number of tasks including:

- Identification and pursue prospects for profitable activities
- Identify promising academic partners & collaborators
- Forge cooperation agreements with pharma/biotech industry and other research & health delivery entities.
- Oversee communication dissemination and marketing strategies of the biobank
- Participation in meetings with clients and colleagues
- Participation in the execution of established deliverables required for various programs and projects, including
- contributions to writing, editing, and reviewing content.

My role as the Project Manager of the CoE included:

- Management of projects to ensure quality throughout the process and timely delivery
- Definition of scope and expected deliverables, determine success metrics and track, against milestones
- Assisting in the preparation of reports and deliverables
- Management of changes to the projects' scope, schedule and cost where necessary
- Constant monitoring of risks, driving of prioritization, balancing needs versus constraints and taking mitigation
- actions and contingency planning where needed.
- Organization and lead project conference calls and meetings, recording meeting minutes and ensuring timely
- Completion of allocated tasks

While at RTD Talos Ltd, I also project managed smaller projects including creation of deliverables according to client needs, preparation and submission of research grant proposals at local and European funding bodies, consortium creation and leading meetings, conference calls and ensured timely completion of allocated tasks.

Private Sector

06/02/2019 – 30/09/2019

**SENIOR ADVISOR II
KPMG CYPRUS**

My work in the Digital Transformation (DT) Unit of KPMG Nicosia was focused on supporting organizations in their efforts to effectively implement business transformation, enhance performance and achieve operational excellence via the establishment of organizational and digital transformation strategies and programs. These services aimed at helping clients fulfil their full potential through strategy

definition and implementation, operational excellence through the application of efficient and effective processes and procedures, the implementation of proper technological solutions, customer analysis and effective project management. Our clients came from a variety of sectors including governmental organizations and the private sector.

My work included:

- Consulting local businesses on business transformation journeys towards automation
- Proposal development & project implementation and management regarding EU Commission projects
- Project Management of private and governmental tenders

Private Sector

01/03/2013 – 31/05/2017

POST DOCTORATE RESEARCH FELLOW

WEILL CORNELL MEDICINE (WCM) / BURKE NEUROLOGICAL INSTITUTE (BNI)

My work in the laboratory of Professor Jian Zhong was focused on central nervous system (CNS) regeneration, with the use of transgenic mice, in models of injury. During my post-doctorate I was able to elucidate a number of the downstream effectors of the MAPK pathway; the significance of which, in driving robust axon growth in both PNS and CNS models of injury has been previously shown by our group (Zhong et al 2007; O'Donovan et al 2014).

In March 2016, I was awarded a competitive young investigator award from the NY State - (SCIRB) to expand my research on the regeneration of the spinal cord (SCI). During my post-doc I project managed all aspects of my projects including definition of scope, determination of success metrics, timely preparation of deliverables, budget review, monitoring risks, taking mitigation measures, responsible for internal and external reporting, as well as cooperate with other colleagues to achieve expected results.

My main responsibilities included:

- Generation of hypotheses and designs and performing experiments to test them.
- Execution of multiple experiments simultaneously over time independently.
- Recording of all experimental findings in a laboratory notebook, analysis and interpretation of experimental findings.
- Based on results, suggested and tested modifications to protocols.
- Prepared figures and diagrams for presentations and publications.
- Communication of results and collaboration with other professionals in the lab.
- Significant level of intellectual input into the design of the project.
- Presenting findings at lab meeting, respond to challenges, and participating in exchanges of ideas to advance the science.
- Constantly read and stood abreast of relevant scientific literature.
- Contributed to the preparation of articles on research outcomes and progress

- and to the submission of same
- for publication.
 - Participated in the editing and proofing of grant proposals, annual grant reports, and manuscripts for
 - publication and recommends modifications to the Principal Investigator.
 - Animal work and husbandry as per the requirements of each project.

Academic Sector

01/10/2012 – 28/02/2013

BLUE BOOK TRAINEESHIP EUROPEAN COMMISSION

My work in the European Commission focused on the analysis of research supported by the Health Department of the EU's Seventh Framework Program for Research and Innovation, in the New Therapies Area, focusing on Stem cell Research and Regenerative Medicine. On that end, I compiled statistics, analysed trends and reported on my findings via documents and presentations.

During this time, I had the opportunity to assist in the organization/coordination of a second round of evaluation panels with external scientific experts, where proposals submitted for funding were being reviewed.

Public Sector

01/09/2009 – 30/09/2012

PhD CANDIDATE UNIVERSITY OF LEICESTER

My work in the laboratory of Professor Yuri Dubrova was focused on the elucidation of the link between epigenetic alterations and disease; based on strong evidence from human and animal studies that had linked increase in cancer risk and other common diseases with dietary deficiency of methyl donors such as folate, choline and methionine.

Apart from laboratory work, I also:

- Performed general supervision in groups of first year undergraduate students
- Carried out preparatory work to assist faculty in the induction of students in the laboratory and the BS/ MB
- 1005: GENES Biology Course and demonstrated theoretical and practical subject matter,
- Scored course work and final exams

During this time, I also supervised technicians, ERASMUS, as well as a number of final year BSc and MSc students and their thesis projects and I have performed technical duties in the operation and maintenance of science laboratories and equipment. I also project managed my PhD which included the timely preparation of deliverables, budget, definition of risks and taking mitigation measures, as well as develop effective presentations and project update materials to communicate project status with my PI and external reviewers.

Academic Sector

EDUCATION AND TRAINING

24/10/2019 – 10/01/2020

PMP TRAINING CERTIFICATE

Completed 30h of PMP training at Aktina Center, Nicosia Cyprus

01/09/2017 – 02/2019

MBA – University of Cyprus

01/09/2009 – 30/09/2012

PhD GENETICS – University of Leicester

01/09/2008 – 30/07/2009

MSc MOLECULAR GENETICS – University of Leicester

01/09/2005 – 30/06/2008

BSC BIOLOGICAL SCIENCES– University of Leicester

01/09/2003 – 30/06/2005

Physics – University of Cyprus

Communication skills

- Negotiation skills.
- Sensitive to the needs of others, diplomacy and confidentiality.
- Ability to communicate complex ideas effectively in a range of formats.
- Ability to analyse and interpret scientific and medical data.
- Able to work with minimum supervision and well as part of a team.
- Ability to interact with colleagues from diverse professional backgrounds to successfully work towards common goals.
- Superb and persuasive communications skills, both written and verbal.
- Adept at storytelling.
- Ability to manage projects with limited direction and work within tight deadlines as required.

Organisational / managerial skills

- Ability to present and organize large amounts of information in clear manner.
- Analysis of complex data and presentation of emerging conclusions and concepts.
- Ability to plan a project and deliver it to agreed timelines.

Job-related skills

- Grant writing skills.
- Event planning skills.
- Ability to communicate effectively to a range of audiences.
- Self-motivated and self-reliant.

Other skills relevant to the role in the project

▪ **GDPR Training**

Completed a one-week placement at the Advisory Department of Deloitte Limassol, Cyprus. Specialized on client introduction and companies' implementation of the General Data Protection Regulation (GDPR) framework.

ADDITIONAL INFORMATION

Publications

The effect of methyl donor deficiency on the pattern of gene expression in mice.
<https://pubmed.ncbi.nlm.nih.gov/25488634/> – 2015

Honours and awards

The effects of methyl donor deficiency on mutation induction and transgenerational instability in mice.

<https://pubmed.ncbi.nlm.nih.gov/22569175/> – 2012

The effect of in-utero irradiation on mutation induction and transgenerational instability in mice.

<https://pubmed.ncbi.nlm.nih.gov/19428375/> – 2009

2018 - Best Analytical Skills – ICAWE

Winner of the Best Analytical Skills Category of the Business Game organized by (ICAW) the Institute of Chartered Accountants in England and Wales (2018).

2017 - MBA Scholarship – University of Cyprus

Awarded scholarship from the UCY MBA Administration towards tuition fees (2017).

2016 - Spinal Cord Injury Research Board (SCIRB) – Department of Health, NY State

Spinal Cord Injury Research Board (SCIRB) Investigator Award from the Department of Health, NY State.