

VAIDA RAPELLO

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**Executive Assistant | Business Partner | Project Planner & Coordinator |
International fast-paced environment**

PROFESSIONAL SUMMARY

Executive Business Support Professional with over 15 years of experience in international corporations, pharmaceutical industry and governmental institutions. Proven track record in supporting C-level executives, coordinating cross-functional projects, managing events, and ensuring smooth business operations. Known for discretion, efficiency, and proactive problem-solving.

KEY EXPERIENCE

IPSEN Pharma – Paris

*Executive Assistant to Chief Digital and Information Officer
(2024–current position for 1Y fixed term contract)*

- Provided high-level executive support to CDIO and leadership team
- Coordinated Global Digital and IT events and served as Paris Hub ambassador
- Managed complex calendars, international travels, and internal communications

MAYOLY Group – Paris area

Global Project Manager (2023–2024)

- Led global portfolio development projects for CHC product launches
- Coordinated cross-functional international teams and external distributors

IPSEN Group – Paris area

CHC Project Manager & Planner (2014–2023)

- Oversaw CHC project planning, KPIs, and reporting
- Supported executive committee and managed overall budget including clinical trials tracking

Executive Assistant to Chief Medical Officer (2012-2014)

- Provided high-level executive support to CMO and EVP R&D CSO
- Coordinated global medical community activities, initiated collaborative platform
- Organized international advisory boards with international key opinion leaders

Administrative Assistant to Non-Clinical Drug Safety R&D organization (2009-2012)

- Organized cross-functional meetings, steering committees, scientific advisory boards
- Budget, purchase orders and contracts management

SANOFI – Paris

Executive Assistant & Marketing Support (2006–2009)

- Supported legal, HR, and marketing executives and operational teams
- Organized international events and managed documentation

ADDITIONAL EXPERIENCE


2016-2022: Executive Treasurer and Board Member of IMA-International Management Assistants (International network for business support professionals)


1996-2009: various coordination and support roles across leading organizations such as France Telecom, Air Liquide, Mediacom, Ministry of Transport and Communication of Lithuania, Norway Registers Development, Business Advisory Center for European Commission Support.

KEY SKILLS AND COMPETENCES

- Executive C-level support
- Project coordination and reporting
- Event planning and communication
- Budget management and performance tracking
- **Languages:** English (fluent), French (fluent), Lithuanian (native), Russian (basics)
- **Digital & IT Tools:** Microsoft Office, MS Project, Office 365, SAP, Copilot

ACADEMIC BACKGROUND

 **Master:** International Marketing & Sales Management – Vilnius University (2000)

 **Bachelor:** Business Administration – Kaunas University of Technology (1996)

CONTINUOUS IMPROVEMENT AND DEVELOPMENT

- Communication and Leadership - Dale Carnegie, Paris- June 2022
- Efficient Project Management – MCE - Management Center Europe, Paris – April 2019
- Impactful Communication - Dale Carnegie, Paris - July 2018
- Successful Project Management - MCE-Management Center Europe, Paris – February 2018
- Success of leadership by Bonnie Low-Kramen, Paris – May 2016
- Change Management - International Training Day of European Management Assistant, Milan – April 2015
- Regulatory Affairs for Non-regulatory professionals I IFIS Boulogne-Billancourt – June 2014
- Managing today Leading tomorrow I International Conference of European Management Assistant, London – October 2013
- Life cycle management of medicine product I IFIS Boulogne-Billancourt – June 2011

AREA OF INTEREST

Continuous learning and investment in self-development, history and modern art, diplomacy and politics.