

Curriculum Vitae - Dunja Martin

Educational Background:

- Universities: Darmstadt, New York, Hannover
- Studies: Law (LL.M), Political Sciences (M.A.), Health Sciences (B.Sc.)
- Certifications: Quality Auditor, Excellence Assessor EFQM, Project Manager IPMA Level C

Professional Focus:

- Quality management and implementation of international standards as EFQM, DIN EN ISO 9000 ff., DIN EN ISO 17025, GxP (Good Manufacturing Practice, Good Laboratory Practice, Good Microbiological Practice, Good Cosmetics Practice, Good Scientific Practice), HACCP
- Implementation of legal requirements: Medical Devices, Diagnostics, Biological Agents, Genetic Engineering
- Admission and licensing procedures
- Accreditation of Universities
- Process management, process analysis, process modelling
- Change management
- Human resource development
- Mediation
- Questioning techniques
- Financial and Controlling Systems, balanced scorecard
- Implementation of electronic systems for finances and ERP (SAP, DATEV, sage KHK)
- Implementation of production control and automation engineering
- Virtual networks and organisational electronic platforms
- Student Life Cycle Management

Professional experiences:

Projects:

- Project lead and consulting for the implementation of integrated process oriented management systems:
 - Health Care
 - Biotechnology
 - Microbial Laboratories
 - Public Enterprises
 - Scientific Organisations
 - Service Providers
 - Production Plants in Food and Cosmetics Industry
- Certification and accreditation
 - DIN EN ISO 9001
 - ISO 17025
 - Cosmetics GMP
 - HACCP
 - FDA Mock-Audits
 - System Accreditation of Universities
- Implementation of Quality Assurance and Capacity Criteria in Universities
- Implementation of programme budgets in public sectors (Transfer from fiscal accounting into commercial accounting)
- Establishment and management of biological resource centres
- OECD (Directorate for Science, Technology and Industry) Task Force for Biological Resource Centres
- Job analysis
- Customer and employee satisfaction surveys
- Implementation of weak point analysis
 - SWOT analysis

- System, construction and process FMEA
- PDCA cycle
- Development of mission statements and visions
- Coaching of executive managers

External on-site positions:

- Quality Management Representative
- Health & Safety Officer
- GMP Officer
- Interim Financial Manager
- Interim Chief Executive Manager

Seminars and lectures:

- Legal and standardisation requirements in life sciences
- Process, quality and knowledge management
- Hygiene and safety at work
- Executive management and basic management techniques
- Communication and presentation techniques
- Introduction in mediation
- Realisation of change management processes
- Project management
- Medical and pharmacological research during the era of National Socialisms

Contact Details:

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 Position: Managing Partner

Official on-site contacts:

DSMZ – Deutsche Sammlung von Mikroorganismen und Zellkulturen GmbH
 Inhoffenstraße 7 B
 38124 Braunschweig
gmb@dsmz.de
 Position: Management Representative

GBRCN – Global Biological Resource Centre Network Demonstration Project
 JKI, Institute for Crop and Soil Science
 Bundesallee 50
 38116 Braunschweig
info@gbrcn.org
 Position: Quality Control Manager