



Satoko Gruson

Global-minded Professional with experience in Program Management, Cross-functional Team Management, localization and process implementation

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PROFILE

Leveraging bilingualism and extensive corporate experience with recent UI/UX and Frontend credentials, I aim to excel in UI/UX design, creating innovative digital experiences that bridge the gap between Japan and global markets using my multicultural understanding and business acumen.

SKILLS

Proficiencies

- Program planning and change management
- Cross-functional team management
- Legal and regulatory research in general business and pharmaceutical/biotech sector
- Team-building and collaboration
- Employee Training
- Primary and Secondary Research
- Analytical Thinking
- Translation & Content Localization

Software and Design

- MS Office Suite
- Adobe Creative (Photoshop, Illustrator)
- Figma
- User Interface
- User Personas and User Research
- User Journey and Empathy mapping
- Wire-framing and Prototyping
- Hotjar
- HTML, CSS, Javascript. React

EDUCATION & CERTIFICATIONS

Full-Stack Web Development

Constructor Academy
Nov 2023 - Feb 2024

[Link](#) to the final presentation

UI Design Program

Career Foundry
Aug 2022 - May 2023

UX Academy Foundations

Designlab
Dec 2021 - Jan 2022

WORK HISTORY

Freelance & Volunteer

Munich, Germany

May 2024

UI Designer (Volunteer)

- Redesigned website for a Dutch sustainability project

July - Aug 2023

Austrian Healthcare Startup UX/UI Designer

- Developed wireframes and prototypes and was responsible for user flow, information architecture, and design execution

April - Oct 2023

German Health Food Startup Web Analyst

- Conducted comprehensive web analysis using Hotjar and Google Analytics to identify user behavior patterns, website performance metrics, and areas for improvement

June - Aug 2023

Entertainment Management App Web Designer (Volunteer)

- Designed landing pages for a virtual platform serving entertainers, organizers, and participants

Senior Associate Compliance

Amgen K.K. | Tokyo, Japan

April 2019- Dec 2020

- Implemented a supplier due diligence program in a local subsidiary, showcasing global project management skills
- Enhanced healthcare compliance monitoring systems through collaboration with global teams, demonstrating multinational work capabilities
- Managed localization of compliance training and SOPs, focusing on change design and implementation.
- Maintained compliance systems and trained end-users, highlighting expertise in change impact assessments and user adoption strategies

Site Contract Leader

Paraxel International Inc. | Tokyo, Japan

Sept 2018- Mar 2019

- Managed clinical site agreements, corresponding with sponsors and negotiating terms, highlighting stakeholder management and negotiation skills

Senior Paralegal

Illumina Japan | Tokyo, Japan

Nov 2017 - Aug 2018

- Optimized local contract management process ensuring compliance with local business standards and conducted due diligence training on anti-bribery and anti-corruption laws, securing the distributor's commitment to compliance

EDUCATION & CERTIFICATIONS

Master of Arts in Translation and Localization Management

Middlebury Institute of International Studies
Monterey, USA
Aug 2020 - May 2022

International Diploma in Governance, Risk and Compliance

International Compliance Association
Birmingham, UK
Apr 2018 - Jan 2019

Stanford Certified Project Manager (S.C.P.M)

Stanford University
On-line
Jan 2011

Graduate Diploma of Law

BPP Law School
London, UK
Sept 2008 - Nov 2010

Certificate of International Law

Beasley School of Law at Temple University
Tokyo, Japan
Sept 2007 - Aug 2008

Bachelor of Business

Human Resource Management
RMIT University
Melbourne,
Australia
Apr 1995 - Oct 1999

LANGUAGES

English: Native

Japanese: Native

German: Limited working proficiency (TELC B2)

WORK HISTORY

Legal Operations

Boehringer Ingelheim Japan Inc. | Tokyo, Japan
Aug 2007 - May 2011

- Managed the rollout of a corporate compliance program, partnering with IT, HR, and external vendors, demonstrating proficiency in cross-functional team management
- Involved in the change management of official documentation management systems in collaboration with IT, highlighting my experience in leading significant IT and system transformation projects

Marketing Research

Boehringer Ingelheim Japan Inc. | Tokyo, Japan
Nov 2004 - July 2007

- Assisted in international pharmaceutical product research and routinely analyzed, prepared, and reported secondary pharmaceutical data to all internal stakeholders

Sales & Marketing Analyst

Primus Financial Services | Tokyo, Japan
Nov 2001 - Jul 2004

- Played a crucial role in streamlining automotive dealer incentive programs and supporting marketing finance programs while enhancing dealer satisfaction by designing and supplying new finance contract templates based on end-user research

Documentation & Settlements Officer

Australia and New Zealand Banking Group Ltd |
Melbourne, Australia
Jul 2000 - Jun 2001

- Provided superior financial settlement services to internal and external clients through effective teamwork with Credit Analysts and Account Managers while constantly monitoring legislative changes to ensure compliance and smooth settlement procedures