ANASTASIA CECCHETTI

Milan, Italy
Email: acecchetti.comune@gmail.com | Phone: +39 339 6462679
Languages: Italian (native), English (professional)

Professional Profile

Clinical research professional with experience in contract management and clinical trial coordination within hospital and CRO settings. Skilled in contract negotiation, study start-up support, stakeholder coordination, and regulatory processes. Strong organizational mindset with focus on timelines and operational efficiency.

Professional Experience

Fortrea (formerly Labcorp), Milan
Associate Manager | Contract Specialist
Mar 2022 – Present

- Review and negotiate site contracts and related agreements for clinical studies

- Coordinate contract lifecycle ensuring timely study start-up

- Interface with Legal, Finance, Clinical teams and Sponsors to resolve contractual issues

- Track contract status and maintain contract management systems

- Support process improvement and internal training activities

- Act as client lead for assigned Sponsors, serving as primary point of contact and ensuring alignment on contractual strategy, timelines, and deliverables

San Raffaele Hospital, Milan
Contract Officer (CTC)
Jan 2021 – Feb 2022

- Negotiate Clinical Trial Agreements and budgets with Sponsors/CROs

- Liaise with Legal and clinical staff to manage agreements and deviations

- Support regulatory submission and approval processes

- Ensure timelines for study activation are met

Study Coordinator (INSPE)
Jun 2017 – Jan 2021

- Manage clinical trials (observational and interventional, including multicenter studies)

- Prepare study documentation (protocols, amendments, informed consents)

- Coordinate patient visits and internal teams

- Track study progress and liaise with CROs and Ethics Committees

- GCP Certified (ICH E6 R2)

Deputy Mayor / Municipal Councilor (Assessor) – Besana Brianza
Jun 2014 – May 2019

- Responsible for Public Works, Environment, Youth Policies and Equal Opportunities

- Managed public projects, stakeholders, and administrative processes

UNHCR Fundraiser
Nov 2013 – Jun 2014
- Supported fundraising activities and team coordination

Education

- Master's Degree in Law, University of Milan Bicocca

- GIMBE Course: Clinical Trials – planning, conduction, analysis and reporting

- ANCI (FORSAM IV): Advanced course in Local Administration

Key Skills

- Clinical trial coordination and management

- Contract negotiation (CTA, budgets)

- Sponsor and CRO coordination

- Regulatory and compliance support (GCP)

- Process and timeline management