

DAHLFELTCONSULTING

CONSULTANT CV WITHIN QA, PROJECT PLANNING & CLINICAL

Name Anja Toft
Nationality Danish
Gender Female
Domicile Denmark

CONTACT INFORMATION

Torben Dahlfelt | CEO & owner
+ 45 3170 0881
torben@dahlfeltconsulting.com
www.DahlfeltConsulting.com

ANJA TOFT - CURRICULUM VITAE

PERSONAL LETTER

With over 10 years of experience in Clinical Research, Compliance, and Quality Management and Assurance, Anja brings a strategic mindset combined with a deep passion for Clinical Development.

Her career began as a nurse with a special interest in patients enrolled in clinical trials within hematology, which led to the establishment of the Clinical Research Department at Copenhagen University Hospital.

As a CRA within hematology and cardiology, Anja gained solid experience with audits, inspections, and investigator meetings – both nationally and internationally. These roles shaped her structured and goal-oriented approach to project management and strategic development.

After a period outside the medical industry, Anja returned with renewed motivation and joined DahlfeltConsulting as a Consultant. Shortly after, she was offered a position at Contura, where Anja had been placed, and worked as Study Manager & Compliance Specialist.

Now, having rejoined Dahlfelt Consulting, Anja is excited to return to the consultancy field. She is driven by the opportunity to work across a wide range of tasks and therapeutic areas, as she finds all aspects of the medical industry fascinating. While her strongest passion lies in clinical research, Anja thrive in roles that allow her to contribute broadly and flexibly across the healthcare landscape.

Anja is recognized for strong leadership, collaboration, and networking skills, and thrive in environments that demand innovation, integrity, and high clinical standards.

STRENGTHS

- ❖ Disciplined
- ❖ Team player
- ❖ Self-driven
- ❖ Communicator
- ❖ Highly motivated
- ❖ Positive
- ❖ Responsible

EXPERTISE

- ❖ Anja is highly skilled within various QA areas, such as SOP, NC, CAPA, CR and besides this, she has been working as CRA in Clinical Areas and Trials.

IT SKILLS

Anja is highly proficient within IT – whether it is within communication, reporting, presentation material, web design etc.

Experienced user in the following systems:

- ✧ Microsoft Office package
- ✧ Wordpress
- ✧ Veeva
- ✧ Journal Digital

EDUCATION AND DEGREES

2018	ICI Stress Coach Training (Level 3)
2018	ICI Neurocoach Training (Level 3)
2017	ICI Coach Training (Level 1+2)
2016	Web designer in Wordpress, Jensen's Kurser
1996 – 1999	Bachelor of science in nursing, Herlev Sygeplejeskole
1991 – 1993	Business School, Handelsskolen, Lyngby
1989 – 1991	All-round office training, HORESTA
1988 – 1989	EFG, Business School, Bagsværd

CERTIFICATIONS AND COURSES

2025	Vigilance in Medical Affairs
2025	Veeva Contributor
2019	ART – Aggression Replacement Training
2014	Basic course for members of the "Danish Cooperation Committee"
2011	TEA / Tests and grades, Tabulex ApS
2011	Implementation of personnel interviews, AMU trainings
2009	Knowledge sharing with Outlook, Dansk Selskabs Rådgivning A/S
2009	Excel 2003 Course, Dansk Selskabs Rådgivning A/S
2008	Writing & Reviewing Clinical Documents
2007	GCP Law and communication (Clinical drug trials in DK)
2006	Course in Effective communication, Rx Communication
2006	The Danish Association of the Pharmaceutical Industry; Diploma exam
2001	Course in presentation and communication technique

LANGUAGE SKILLS

Danish	Written & spoken	Native
English	Written & spoken	Fluent
Swedish		Basic

Norwegian

Basic

Spanish

Understanding

PROFESSIONAL
BACKGROUND

2025 - Present

[DahlfeltConsulting](#) | [Senior Consultant Within QA and Clinical Trail and tasks](#)
Consultancy tasks within Pharma and medical Device.

2024 - 2025

[Contura International](#) | [Study Manager & Compliance Specialist](#)

∴ Study Manager:

Responsible for planning and execution of clinical trials, including site selection, monitoring, regulatory submissions, and study documentation.

∴ Compliance Specialist:

Ensures regulatory compliance by maintaining SOPs and overseeing pharmacovigilance activities, including NC/CAPA and quality follow-up.

2023 - 2024

[DahlfeltConsulting](#) | [Senior Consultant Within QA and Clinical Trail and tasks](#)
Consultancy tasks within Pharma and medical Device.

2020 – 2023

[Børnehuset Siv. Farum](#) | [Manager](#)

Private day care for sick children with low immune system

2018 - 2019

[Lyngholmskolen, Farum](#) | [Head of department and Inclusion Coordinator](#)

2015

[Familie & Evidens Center, Søborg](#) | [Head of administration](#)

2012

[New Jersey, USA](#) | [Xpat through husband's employment at SAS](#)

2010

[Marie Kruses Skole, Private School](#) | [Management secretary](#)

2008

[Schering-Plough A/S](#) | [Line Management Assistant for Head of Clinical Operation](#)

∴ Instructor/mentor for introduction to new staff in SP's largest international studio

∴ Initiator and course leader of the "Schering-Plough Clinical Operation Training Academy" (Educating doctors and nurses throughout the country in Clinical Operation)

- ❖ Selected candidate in SP-DK to participate in a working group to strengthen global work processes in Schering-Plough
- ❖ Administrative support before, during and after inspections and audits
- ❖ Member of the "editorial intranet working group for improving joint editorial communication within SP"

2006

Schering-Plough A/S | Clinical Research Associate

- ❖ Project assistant/coordinator on large international clinical study (Cardiology)
- ❖ Project planner in all kind of test, investigation and decision making in large and small projects
- ❖ Teaching doctors and nurses at 9 hospitals within clinical research
- ❖ Contact and administrator for relevant national and international authorities
- ❖ Organizer and host of international investigator meetings
- ❖ Training of new employees for the study
- ❖ Member of "The editorial intranet working group for improving joint editorial communication within Schering-Plough"
- ❖ Administrator during preparation of inspections and audits

2001

Department of Hematology, Uni. Hosp. of Copenhagen (Riget) | Research nurse

- ❖ Started Clinical Research Unit in collaboration with 4 doctors
- ❖ Responsible for the recruitment process of employees
- ❖ Project planner in all kind of test, investigation and decision making in large and small projects
- ❖ Communication/information to and follow-up of patients/subjects, and relatives during the trial period
- ❖ Responsible for approx. 13 clinical trials
- ❖ Co-responsible for the unit's other approx. 30 trials
- ❖ Initiation, implementation and completion of the above-mentioned trials
- ❖ Responsible for our financial funds

2000

Department of Hematology, Herlev Hospital | Nurse

- ❖ Daily care of seriously ill cancer patients
- ❖ Focus on patients in clinical trials
- ❖ Contact person / mentor for nursing students
- ❖ Participant in a development group regarding "Nutrition for cancer patients"

DAHLFELTCONSULTING

Kålungsvej 45 | DK 3520 Farum
+45 3170 0882 | CVR 43105019