Montgomery Street, San Francisco, CA 94105 ● (555) 432-1000 ● resumesample@example.com

Professional Summary

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

Licenses

Clinical Research Coordinator Certified Clinical Research Coordinator Certificate in Nutrition Data System for Research (NDSR), University of Minnesota Certificate in Clinical Research Coordinator Training, Northwestern University

Skill Highlights

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

Professional Experience

Human Resources Coordinator, 01/2013 to 01/2014
Afni, Inc.

- Acted as the Human Resources expert for the College of Nursing.
- Screened, interviewed and evaluated candidates to determine employment qualifications.
- Consulted with hiring Managers on salaries and any budgetary limitations.
- Collaborated with Rush's Central Human Resources Consultants to manage candidates recruitment process.
- Processed biweekly payroll for over 150 College of Nursing employees.
- Reviewed, analyzed and checked payroll reports for accuracy.
- Communicated and acted as liaison to Payroll and Central Human Resources regarding financial and personnel issues.
- Processed effort changes, separations and all types of employee change actions.
- Maintained College of Nursing Human Resources database.

Caregiver Clinical Research Coordinator, 01/2001 to 01/2005
Rush University Institute For Healthy Aging

- 1997-2002)
- Coordinated all staff activities and daily functions for two longitudinal community-based studies: Nutrition Survey and Calibration Study (24-hour dietary recall).
- Supervised and monitored all staff data collection, including the accuracy of 24-hour dietary intake data and completion of food questionnaires.
- Trained staff to ensure proper editing of food questionnaires and administration of 24-hour dietary recall.
- Maintained a 95% participation rate for over 300 participants in Calibration Study.
- Maintained high rate of completion of food questionnaires for Nutrition Survey Study (4,195 out of 4,711).
- Developed code books for analysis of food questionnaires for Harvard University.
- Monitored lab operations for routine blood draws.
- Performed clinical task, including vital signs, body measurements, cheek swabbing and scheduling MRI's.
- Implemented and developed all training manuals for staff.
- Produced weekly progress reports for principal investigator.
- Submitted Institutional Review Board renewals.
- Worked with budgets from study start-up through study close-out. Successfully maintained a 94% participation rate; enrolled 599 caregivers.
- Collection of salivary cortisol 100% participation.
- Trained research assistants to recruit and administer the assessment.
- Documented and conducted appropriate correspondence regarding adverse events.
- Assisted PI in analyzing data for grant and manuscript submissions.

Research Assistant Supervisor, 01/1990 to 01/1994
Rush University Alzheimer's Disease Center

- Coordinated all patient contacts for longitudinal study funded by the National Institutes of Health.
- Maintained a 93% participation rate for more than 400 participants.
- Scheduled, implemented and supervised clinical evaluations and home visits.
- Monitored and performed complex neurobehavioral assessments for multiple clinical drug trials.
- Recruited for brain autopsies.
- Reviewed, edited, and scored data collection.
- Implemented the development and formatting of questionnaires and other data acquisition forms.
- Coordinated pre-testing and cross-training procedures.
- Generated progress reports for Principal Investigator.
- Documented and conducted appropriate correspondence regarding adverse events.
- Managed comprehensive day-to-day office operations.
- Screened, interviewed and made hiring decisions for research assistants.
- Handled personnel related matters including paid time off reports, wage and salary reports and detailed salary reports.
- Performed and submitted performance appraisals, merit reviews and staff change notices for non-faculty staff. Supervised and trained research assistants to administer neuropsychological tests and perform structural interviews with participants and caregivers regarding participants' medical history, including affective, behavioral and functional status.
- Reviewed charts to monitor adherence to protocol and completion of test data.
- Developed policy and procedure manual for research assistants.
- Traveled to off-site locations to evaluate participants.
- Psychometrician for Epidemiological Multi-infarct Dementia study of African Americans.
- Monitored and performed complex neurobehavioral assessments for clinical drug trials.
- Member of the editorial committee for the Rush Alzheimer's Disease Center Newsletter.

Education and Training

Certificate: Clinical Research Coordinator Training
Northwestern University
Certificate in Clinical Research Coordinator Training, Northwestern University

Bachelor of Arts: Applied Psychology
University of Illinois
Bachelor of Arts in Applied Psychology, University of Illinois

Certificate: Nutrition Data System for Research
University of Minnesota
Certificate in Nutrition Data System for Research (NDSR), University of Minnesota

Certification: Clinical Research
Pending Certification as a Certified Clinical Research Coordinator with Association of Clinical Research Professionals (ACRP)
Computer proficient in Microsoft Word, Excel, Access, Blaise (interviewing system and survey processing tool used for collecting data for complex surveys), and NDSR (a windows-based dietary analysis program designed for the collection and analyses of food records, menus, and recipes).

Community Service

Professional Affiliations

of the editorial committee for the Rush Alzheimer's Disease Center Newsletter

Skills

Clinical Research, Collection, Training, Data Collection, Operations, Progress, Budgets, Calibration, Scheduling, Training Manuals, Correspondence, Data Acquisition, Testing, Database, Human Resources, Liaison, Payroll, Recruitment, Bi, Business Intelligence, Access, Excel, Interviewing, Microsoft Word, Word