

# Jessica Claire

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

## Profile

Dedicated Epidemiologist/Data Manager with excellent technical, analytical and communication skills demonstrated by 17 years of experience.  
Experienced professional with strong leadership and relationship-building skills.

## Skills

- SAS Statistical Software,
- SAS-AF Software,
- Project Management
- Programming skills

## Accomplishments

Statistical Analysis

- Performed data collection and statistical analysis that resulted in sound recommendations that were adopted by department.

Presentations

- Created presentation materials for sales, customer relations and management purposes.

Project Management

- Supervised project production efforts to ensure projects were completed to company standards, on time and within budget constraints.

## Professional Experience

07/2014 to Current     **DIRECTOR, DATA MANAGEMENT & ANALYSIS**

**Edelman** – New York, NY

- Manage and direct all aspects of health outcomes research projects involving medical chart abstraction, including protocol development, IRB submission, site enrollment/management, chart abstraction, and data management/analysis
- Concurrently maintain more than 10 client relationships among research, pharmaceutical, and continuing education companies and managed care organizations.
- Provide research direction to clients and internal staff for timely and effective completion of more than 30 outcomes research projects.
- Support, grow and lead a team of 12 Clinical Managers, Data Managers and Physician Recruiters to deliver outcomes research services.
- Developed strategies to enhance provider engagement and improve project success, including staff incentives and process improvement plans.
- Perform quality audits of staff performance and product delivery for services.
- Conduct data analysis using SAS to provide baseline and final study reports.

03/2013 to 07/2014     **RESEARCH MANAGER**

**Rochester General Health System** – Williamson, NY

- Responsible for database management, data cleaning and analysis of health outcomes research studies.
- Use SAS programming and other database tools to check study data for inconsistencies or missing data.
- Work with Clinical Managers and Outreach staff to ensure accurate data capture, in order to provide clients with clean and reliable data.

09/2012 to 04/2013     **PROJECT SET-UP MANAGER**

**Aleut Support Services Llc - Main** – Texarkana, AR

- Manage the process of designing and launching single region, global/regional clinical research studies through protocol review and implementation.
- Lead the activities of the Sponsor/Clinical Research Organization (CRO), and guide the Project Manager and Set-up Coordinators in designing and organizing project components.

11/2015 to 09/2012     **DATA MANAGER/EPIDEMIOLOGIST**

**Dartmouth College** – Hanover, NH

- Responsible for the management, cleaning and updating of data for the Cancer Prevention Study-II (CPS-II) and the Cancer Prevention Study-3 (CPS-3), two of the largest longitudinal studies following cohorts of the general population looking for risks factors for various cancers.
- Developed the database design requirements for the CPS-II Parkinson's and ALS study databases.
- Independently manage projects involving study participants, including database administration, data editing, uploading and maintenance, as well as resolution of data problems as they arise.
- Responsible for the implementation and maintenance of Abstract Plus software and databases for use by Cancer Tumor Registrars.
- Coordinated a team to review survey design and implement changes for new survey questions.
- Incorporate epidemiologic and biostatistical methods in order to provide analysis and reports for Principal Investigators.
- Communicate with participants to ensure all concerns regarding the study and its procedures are explained and to maintain retention of participants.

06/2015 to 10/2015     **DATA MANAGER**

**Albert Einstein College Of Medicine** – Bronx, NY

- Performed database management, analysis and reporting for financial and descriptive purposes.
- Wrote business plan and operating agreement utilized to outline company affairs.
- Responsible for documenting monthly billing and account receivables.

05/2003 to 04/2004     **RESEARCH ASSOCIATE**

**22Nd Century Technologies** – Brownsville, TX

- Assisted in database management, data auditing and analysis for the Prevention of Events with Angiotensin Converting Enzyme Inhibition (PEACE) Study, a large multi-center trial in cardiovascular health.
- Programmed and ran edit checks on study data to look for inconsistencies or missing data.
- Monitored clinical sites in the United States, Canada and Italy to ensure adherence to study protocol and quality of data.
- Resolved data discrepancies by reviewing patient records and effectively communicating and coordinating with external clients.
- Prepared ad-hoc reports and analyses as deemed necessary.

2003 to 05/2003     **EPIDEMIOLOGIST**

**Bd (Becton, Dickinson And Company)** – Glens Falls, NY

- Served as the lead analyst for collaboration between The George Washington University and Minority Health Communications to prepare a publication of the leading causes of death and mortality rates at the zip code level for each state in the United States.
- Utilized SAS statistical software to calculate age-adjusted standardized premature mortality rates at the zip code level for major US cities.
- Collaborated with Geographic Information System (GIS) mappers to place premature mortality rates on maps for review and action by government officials and policymakers.

01/1 to 01/1

**CLINICAL DATA ANALYST II**

**Boundless Networks** – Phoenix, AZ

- Designed and implemented Data Management Plan for a major pharmaceutical firm's key study, resulting in the acquisition of a strategic account for the company.
- Performed data comparisons, data edit checks and data auditing for clinical trial projects, resulting in 99.9% data accuracy.
- Maintained clinical trial data accuracy through review and analysis of case report forms.

01/1 to 01/1

**CLINICAL DATA COORDINATOR**

**St. Louis Arc** – Affton, MO

- Designed, developed and managed clinical trial databases using SAS Programming.
- Conducted data comparisons, edit checks and auditing for clinical trial projects.
- Queried data inconsistencies and revised case report forms in compliance with operating procedures, client guidelines and regulatory agency procedures.

01/1 to 01/1

**PROGRAM COORDINATOR**

**UNIVERSITY OF MICHIGAN** – City, STATE

- Successfully recruited corporate partners for expansion of internship program, resulting in 50% increase in student participants.
- Supervised student support staff from seven departments.
- Oversaw summer and Saturday engineering program for high school students from across the country.

01/1 to 01/1

**ASSISTANT COORDINATOR**

**UNIVERSITY OF NORTH CAROLINA - CHARLOTTE** – City, STATE

- MATH AND SCIENCE EDUCATION NETWORK.
- Coordinated enrichment activities in math and science for students in grades 7-12.
- Proposed ways to increase student retention by providing more class selections and by increasing student participation through internships.
- Initiated method to evaluate program success through surveys.

## Principal Research

METHODS USED TO ACHIEVE A HIGH RESPONSE RATE TO CANCER PREVENTION STUDY-II (CPS-II) MAILINGS Society for Epidemiologic Research, Annual Meeting, June 2012

IMPACT OF AGING ON RESPONSE TO CANCER PREVENTION STUDY-II (CPS-II) QUESTIONNAIRES Society for Epidemiologic Research, Annual Meeting, June 2012

PREMATURE MORTALITY RATES BY RACE IN THE DISTRICT OF COLUMBIA The George Washington University Medical Center Research Day, April 2003

EPIDEMIOLOGY OF HIV/AIDS IN MECKLENBURG COUNTY, NC St. Luke Missionary Baptist Church, February 2005

## Education and Training

December 2003

**MASTER OF PUBLIC HEALTH (EPIDEMIOLOGY): Epidemiology**

**The George Washington University** - Washington, DC

Research Project: Impact of Ethnicity on the Delivery of Cardiac Care in a Large Urban Hospital

August 1994

**Master of Arts: Biology**

**HAMPTONUNIVERSITY** - Hampton, VA

May 1992

**Bachelor of Science: BIOLOGY**

**NORFOLK STATE UNIVERSITY** - Norfolk, VA

## Affiliations

International Society For Pharmacoeconomics and Outcomes Research (ISPOR)

## Additional Information

## Skills

Client Management, Data management/analysis, Outcomes Research, SAS.