

# ROBERT SMITH

## Clinical Research Assistant/Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Motivated, hardworking student with strong technical skills and the ability to learn concepts quickly interested in working in health and fitness. A background in the health care field including patient care in geriatric research positions, dental assisting and dental mission trip experiences.

### CORE COMPETENCIES

CPR Certified, Emr, Microsoft Office, Research, Infection Control.

### PROFESSIONAL EXPERIENCE

#### Clinical Research Assistant/Associate

**ABC Corporation - May 2012 – January 2015**

##### Key Deliverables:

- Coordinate site management and monitoring support of all sponsored clinical studies.
- Perform pre-study qualification, initiation, routine and close-out visits.
- Resolve issues related to study monitoring with assistance of Clinical Research Nurse.
- Maintain working knowledge of protocols for assigned clinical studies.
- Possess the ability to identify, recommends as well as implements solutions to study issues.
- Collect and ensure completeness of essential regulatory documentation for investigational studies in compliance with required guidelines.
- Adhere to all standard operating procedures including site GCP and IRB compliance Oversees study activities including monitor visits, data collection and securing bio specimen management.

#### Clinical Research Assistant

**ABC Corporation - 2007 – 2012**

##### Key Deliverables:

- Duties Projects participated in Cancer Trials Support Unit (CTSU) and commercial projects Responsible for receiving, reviewing and processing clinical trials data in accordance with federal regulations and company mandated standard operating procedures.
- Responsible for data processing, quality reviews and data entry for a project generating 1020 new documents (2050 pages) every day.
- Responsible for training, certification and compliance with written work instructions, timelines and documentation requirements.
- Frequently required to balance competing project demands and tight timelines.

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- Asked to join the DPC Cross Training team; a team of highly skilled data processing assistants who systematically learn how to perform the work on 15 different projects each with their own specific instructions, unique forms and complex procedures.
- Was responsible for checking and updating links on the Agency for Healthcare Research and Quality (AHRQ) website, to enable accurate information posted on the web at all times.
- Creating a problem file for all the non-working links to be deleted from the website for consumer benefits..

### EDUCATION

Masters of Business Administration - (Fontbonne University - St. Louis, MO)

