Robert Smith

Clinical Research Assistant II

CONTACT DETAILS

1737 Marshville Road,
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PERSONAL STATEMENT

Pre-screen subjects/patients for new and existing clinical trials EKGs, vitals, EHR/EMR input, injections, lab draws, make appointments, triage, fill medications, Letters of Appeals, insurance authorization, specialty referrals, medication authorizations and appeals, assist drug reps, collect copay's, balance end of day remittances, post insurance payments, voicemail...any other task or duties expected.

WORK EXPERIENCE

Clinical Research Assistant II

ABC Corporation - September 2008 – June 2011

Responsibilities:

- Responsible for assisting with the initiation and management of various clinical research studies, site management and compliance monitoring of assigned clinical projects.
- Participated in screening subjects for studies and conducted the consent process for eligible patients.
- Monitored patients while recording and entering data in clinical research areas including Alzheimers disease, diabetes, lipid management, GERD, male and female hormonal therapy, anxiety, depression, and osteoporosis.
- Coordinated study visits in the appropriate window and ensured that the subjects received all necessary procedures and assessments.
- Provided assistance in administering various research examinations including frailty, neurological assessments, MMSE, six-minute walk, and Quality of Life questionnaire.
- Assessed adverse events throughout a subjects participation period and reported all necessary data to the sponsors team.
- Completed source documents and CRFs and maintained organized Subject binders.

Clinical Research Assistant

ABC Corporation - 2007 – 2008

Responsibilities:

- Perform a variety of research, data base and clerical duties of a complex and technical nature in support of multi-center clinical trials to ensure adherence to protocols and quality of information received.
- Supervise the receipt and dissemination of study related regulatory documents and correspondence from assigned sites; screen documents for completeness and compliance with protocol and appropriate regulations; investigate incomplete, inaccurate or missing documents to ensure accuracy and completeness of data.
- Assist Clinical Research Associates (CRA) on monitoring visits and train for other CRA related tasks.
- Review case report forms for completeness and determines adequacy of forms; Prepare queries from case report forms received from investigational sites.

SKILLS

MS Office Suite, Access, Adobe, Publisher.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

- Setting up of finance systems accurately, processing invoices & tracking payments for the trial for investigator payments.
- Administration and Maintenance of in-house CRF Database; Assist with the coordination of data transfer to large CRO; prepare reports from data base to include weekly reports and other reports as requested.
- Assisting with CRF Design.

Education

Bachelor of the Arts in Biochemistry - August 2012(Hunter College City University of New York)