ROBERT SMITH

Clinical Research Assistant

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

SUMMARY

Full software development life cycle based on Object Oriented Programming (OOP) design. Analyzing business process that leads to design and construction of interfaces, forms for Web and Stand-alone applications right from concept to delivery. Tools and process that extends functionality of already existing solutions, from general applications to customizable solutions. Data integration, manipulation and presentation in easy-to-understand format.

CORE COMPETENCIES

Microsoft; Velos; Epic; MedVeiw; Inform; ADCS; PPD.

PROFESSIONAL EXPERIENCE

Clinical Research Assistant

ABC Corporation - March 2006 – September 2011

Key Deliverables:

- Coded all incoming paper documents for 5 research studies dealing with Alzheimers and Dementia subjects.
- Maintained Microsoft Excel spreadsheets on closed study materials for storage.
- Created filing systems and policy and procedures for future research studies.
- Responsible for designing and recording data entered into Microsoft access database.
- Designed, and created Policy and Procedures manual using Microsoft Word for all data entry staff.
- Responsible for training all incoming work study students for special data entry projects.
- Coordinated development of data capture tools using Microsoft Access.

Clinical Research Assistant

ABC Corporation - August 1998 – October 2001

Key Deliverables:

- Served as primary contact person for iron study for patients undergoing weekly kidney dialysis.
- Designed document and implement procedures for protocol audits to assure protocol compliance and to ensure research data quality.
- Conducted weekly basic physical exams; taking vitals, weight and blood pressure readings.
- Processed all labs for clinical trials, including collecting, centrifuging and aliquoting specimens, and ship specimens in accordance with federal and institutional biologics shipping regulations.
- Coordinated scheduling of patient appointments and travel arrangements Resolved all data queries to ensure adherence to study protocol.
- Meeting with site monitors to ensure all source documentation and e-CRFs are in protocol compliance and to ensure research data quality.
- Maintained Microsoft Excel spreadsheets on closed study materials for storage.

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EDUCATION

- - July 2012(Everett Community College Medical Coding Program - Everett, WA)

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