ROBERT SMITH

Sr. Clinical Research Assistant

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

SUMMARY

Excellent interpersonal and communication skills Meticulous attention to detail Proven ability to effectively work well with others Capable of prioritizing projects with little or no supervision Solid analytical skills.

CORE COMPETENCIES

Traveled Extensively In Europe, Latin America, And North America Technical: MS Word, Excel, Power Point, Outlook Express, Adobe Reader, Tumblr, Wordpress, Wix. Legal Research, Qualitative Research.

PROFESSIONAL EXPERIENCE

Sr. Clinical Research Assistant

ABC Corporation - August 2011 – July 2013

Key Deliverables:

- Coordinated up to ten GI/liver research studies, including industry clinical trials and registry studies, in a fast-paced and time-sensitive environment.
- Screened research participants for eligibility; enrolled subjects with sponsor; interviewed patients in English, Spanish, and Korean.
- Wrote informed consent forms in Institutional Review Board (IRB) standards and communicated research protocols to patients by translating technical knowledge into ordinary language.
- Assisted with regulatory submissions (new applications, renewals, closed studies, amendments) to the IRB; collected and reported serious adverse events (SAEs) and protocol violations to research team, IRB, and sponsors.
- Prepared weekly reports; scheduled and facilitated meetings with principal investigators, sponsors, and researchers; briefed to the Director on research progress and outcomes.
- Performed scrupulous data collection, data entry, and data analysis using several types of Electronic Data Systems (EDCs) provided by study sponsors.
- Devised solutions to quickly categorize missing data, reducing mistakes to 20 percent; resolved queries in timely manner.

Clinical Research Assistant

ABC Corporation - 2007 – 2011

Key Deliverables:

- Provided support to clinical coordinators and all other research staff.
- Trained new, less experienced research assistants.
- Assisted in clinical trials by performing data transcription, filing, detailed record keeping, and lab kit preparation.
- Aided in finding and interviewing subjects for clinical trials.

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- Ensured completion of clinical research subject Case Report Forms and resolved study queries.
- Maintained subject CRF binders and source documentation (medical chart) related to clinical studies.
- Interfaced with study sponsors, monitored and reported SAEs..

EDUCATION

- MSc in International Migration and Public Policy - 2013(London School of Economics and Political Science - London)

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