

# ROBERT SMITH

## Jr. Clinical Research Assistant

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### SUMMARY

To build a career that offers challenges and growth with opportunities to enrich my knowledge and skills while contributing my best to the organization I work for. To positively impact the productivity and profitability of a company by contributing a solid base of management skills.

### SKILLS

Extensive experience with Epic electronic health record.

### WORK EXPERIENCE

#### Jr. Clinical Research Assistant

ABC Corporation - September 2008 – June 2011

- Applied data from clinical research patients into numerous electronic databases within data entry guidelines, data validity checks, data conventions, query procedures, and data validation.
- Assisted in transfer of data across platforms for other users, both internal and external to Clinical Affairs.
- Created subject trackers and all data input for divisional internal/ external reviews for annual reports, publication support, and regulatory efforts using InfoPath and Excel programs.
- Coordinated functions of different departments and employees who work for a clinical trial in investigating new health care medicines, technologies and procedures.
- Supervised staff involved in the trial and ensured that protocol is maintained.
- Extended research experience in Endocrinology, Hematology, Neurology and Urology.
- Maintained an overall knowledge of applicable regulations, regulatory guidance documents, and industry standards toward each trial that our site participates in.

#### Clinical Research Assistant

ABC Corporation - 2003 – 2008

- Bipolar Psychosis (Explores the influence of psychosis on brain-behavior endophenotypes for bipolar disorder.) Recruited, screened, and scheduled research participants.
- Performed Structured Clinical Interviews (SCID), various clinical ratings, and neuropsychological testing.
- Assisted with functional and structural MRI screening.
- Entered data and ran statistical analyses.
- Assisted in preparation of grant applications and reports.
- Conducted literature searches.
- Attended regular trainings on various topics..

## SCHOLASTICS

- BACHELOR OF ARTS in BIOLOGY - (Pace University (Dyson College Of Arts And Sciences) - New York, NY)