Clinical Research Assistant

ROBERT SMITH

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Objective

To gain additional knowledge and exposure within a different realm of the healthcare field that will allow me to grow on my previous experiences and ultimately lead to personal advancement. Specifically, to take on a more hands-on and patient oriented role to diversify my background and hone in on providing quality patient care.

Skills

Flexibility, Adaptability, Managing Multiple Priorities.

Work Experience

Clinical Research Assistant

ABC Corporation - March 2013 – November 2013

- Assisted with subject recruitment procedures and Maintained accurate and timely research records while maintaining patient confidentiality.
- Performed task management and additional administrative responsibilities and identify any problems with protocol compliance.
- Maintained all Regulatory Documents Protocol, IRB Site Application, Confidentiality Agreements, CVs of PIs and Sub-PIs, Medical Licenses, Informed Consent Forms, FDA form 1572.
- Maintained site files and study documentation and status reports and document quality control.
- Collected and maintain a file of regulatory documents, study documentation and communication for each study.
- Administered research questionnaires to study participants, accurately and systematically collecting confidential information on drug use, hiv risk behaviors, and other sensitive information.
- Entered and track data in study database Screened participants for eligibility and obtain informed consent for study participation Assisted in entering all pertinent data in computer system in timely manner as was outlined by department guidelines.

Clinical Research Assistant

ABC Corporation - 2011 – 2013

- Precisely created schedules for multi-faceted and demanding office.
- Capably represented site in meetings with affiliated hospitals, doctors offices, clinics, and mental health advocacy organizations.
- Effectively served as primary contact for trial subjects and pharmaceutical representatives and secondary contact for Clinical Research Associates/Study Monitors, laboratories, and data management companies.
- Adeptly organized and filed laboratory reports for several studies being conducted simultaneously.
- Successfully maintained large quantity of subject/candidate intake files which include contact information and vital, confidential, personal information.

- Accurately screened prospective subjects for minimum eligibility requirements necessary to be considered as a possible candidate for a clinical trial.
- Accountable for quality assurance checks of source documentation..

Education

Bachelor's in Science - 2008(The University of Texas - Houston, TX)