

# Robert Smith

## Lead Clinical Research Assistant

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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### **PERSONAL STATEMENT**

Ability to work well in both groups and independently. Ability to prioritize own work in response to deadlines. Proficient in Microsoft Excel, Power Point and Word, experienced in electronic data input. Strong organizational, interpersonal and time management skill. Careful attention to detail. Knowledge of maintaining safe workplace practice and procedures in accordance with the requirements of Health and Safety legislation.

### **WORK EXPERIENCE**

#### ***Lead Clinical Research Assistant***

**Hospice Of The Western Reserve - January 2011 - 2019**

##### *Responsibilities:*

- Coordinates the development, implementation and conducts multiple research trials.
- Ensures compliance of research programs and associated research studies.
- Performs administrative responsibilities, daily communication and operational issues/activities related to multiple research projects.
- Reviews and screens objective and rationale of potential clinical trials.
- Coordinates the execution of assigned protocols in accordance with research governing entities.
- Develops training and educational material for assigned protocols and staff development.
- Interacts with finance and legal teams to facilitate clinical trial budgets, site budgets and contract budgets.

#### ***Clinical Research Assistant***

**ABC Corporation - 2008 - 2011**

##### *Responsibilities:*

- A laboratory service that provides Pharmacogenetic Testing and Advanced Toxicology to give doctors unique insight into each individual patient with the most accurate and actionable information; offers access to its online medication portal and the Virtual PharmD Intelligence Engine.
- Assist in clinical pharmacogenetic testing and advance toxicology research on-site at Powell Family Medical.
- Collect, process, and assist in compiling and verifying research data, samples, and specimens.
- Ensure quality control, data integrity and consistency within prescribed study protocol.
- Assist Physician in generating technical reports utilized for making medication changes if required.
- Research and report patients current and past ICD-9 codes for submittal of DNA samples to lab.
- Ensure compliance with HIPAA regulations..

### **SKILLS**

Microsoft Office,  
Microsoft Word, Microsoft  
Excel, Microsoft Outlook,  
Powerpoint, Powerpoint,  
Word Processing, Spss.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

M.A. in Clinical Mental Health Counseling - 2011(John Carroll  
University - University Heights, OH)