

## CLINICAL STUDY COORDINATOR II

### Professional Background

Clinical professional with the proven ability to work with diverse clients and staff. Recognized for capacity to learn and willingness to take on new challenges and responsibilities. Interested in advancing myself personally and professionally in the Clinical Research field.

### Skill Highlights

Microsoft Office applications Proficiency in multiple CTMS, eCRF, EDC, IWRS/IXRS platforms

### Professional Experience

#### Clinical Study Coordinator II

October 2015 to Current Company Name - City , State

- Coordinate clinical trials for the Surgical Research department with a primary focus in Cardiovascular and Vascular device related studies. Communicate closely with surgical staff, pharmaceutical companies, surgical device manufacturers and contract research organizations.
- Author informed patient consent forms for clinical trials, in accordance with Internal Review Board (IRB) and trial sponsor standards. Monitor studies to ensure continued compliance with federal and IRB regulations. Author IRB clinical trial submission, planned changed, continuation and end of study forms.
- Collect data from patient medical records, examinations and procedures, prepare and complete sponsor's clinical report forms. Monitor and document for AE and SAE occurrence for submission to appropriate entities.
- Responsible for device and drug accountability for each study. Communicate closely with hospital pharmaceutical service and ensure adherence to all pharmacy and sponsor protocols.
- Introduced department to more efficient and improved patient payment process. Created department wide documents to improve trial efficiency including AE and SAE monitoring source documents, proof of patient payment forms, temperature monitoring logs for drug/device storage. Assisted and trained fellow staff with use of Epic EHR/EMR systems.

#### Clinical Research Coordinator I

November 2014 to October 2015 Company Name - City , State

- Coordinated pharmaceutical Phase II, III, and IV clinical trials across multiple therapeutic areas, collaborating closely with physicians and staff, representatives from pharmaceutical companies, contract research organizations and academic institutions.
- Developed materials and tools necessary to appropriately carry out study procedures including source document development, study timelines and study related procedure strategies and execution plans.
- Interviewed and recruited patients for studies following protocols established jointly by study staff and project sponsors. Ensured all materials for each clinical trial protocol are available for subject enrollment and properly maintained.
- Maintained extensive patient contact, via telephone and written correspondence. Monitored patients to track follow-up visits, record AE and SAE's and patient outcomes. Performed specimen collection, processing and shipment of biological specimens.
- Experience in multiple therapeutic areas including: Asthma, COPD, Women's Health, Hyperlipidemia, Gastrointestinal, Gout, Diabetes, Immunology and Vaccine trial studies.

#### Exercise Specialist

July 2013 to October 2014 Company Name - City , State

- Supervised exercise sessions for phase II and III cardiac rehabilitation patients, including monitoring of cardiac telemetry unit, response to exercise, patient safety.
- Conducted patient orientations, prescribe cardiovascular and strength training exercise tailored to individual needs of patient. Provided and developed educational services and materials.
- Oversaw student internship program, develop educational materials, assess student learning.

- Performed clerical duties including billing, insurance verification and patient registration.

Cardiovascular Medical Technician

July 2013 to March 2014 Company Name - City , State

- Conducted noninvasive cardiovascular testing procedures including; exercise and pharmacologic stress echos, exercise and pharmacologic nuclear stress tests and tilt table testing.
- Prepared patients for 24-hour holter and 30-day event monitor services, conducted inpatient and outpatient ECGs.

Exercise Specialist

May 2013 to October 2013 Company Name - City , State

- Consulted patients on exercise and health promoting behavior.
- Designed customized training programs that addressed health problems, risk factor modification, specific injuries/physical limitations, and fitness goals.
- Performed and analyzed DEXA body composition scans.

Fitness Specialist

January 2013 to May 2013 Company Name - City , State

- Taught group exercise classes to senior independent, assisted, and Alzheimer/dementia residents to promote functional, aerobic, strength and flexibility benefits.
- Provided individualized exercise instruction as requested by residents based on goals and needs.
- Monitored wellness center and promoted and participated in resident activity department events.

Fitness Specialist

December 2012 to August 2013 Company Name - City , State

- Measured clients' fitness by completing comprehensive fitness evaluations and acquiring physician clearances based on risk stratification when needed.
- Designed customized client programs to meet individual fitness needs.
- Served as a point of reference for fitness expertise within the facility.

Clinical Exercise Physiologist Intern

July 2012 to January 2013 Company Name - City , State

Clinical Exercise Physiologist Intern

September 2010 to November 2010 Company Name - City , State

Group Exercise Class Coordinator/Instructor

April 2010 to June 2011 Company Name - City , State

- In charge of overall efficiency of class procedures including: instructor replacement and training, class scheduling and cancellation, emergency procedures, and documentation and organization of paperwork and class supplies.
- Led exercise to groups of 40 or more participants aged 50 years and older; Educated participants on proper exercise form health benefits; Endorsed local community health promotion programs.

Education and Training

Master of Science : Clinical Exercise Physiology , June 2012 Ohio University - City , State

Clinical Exercise Physiology Graduate Recruitment Scholarship Recipient

Student Exercise Physiologist for O'Bleness Memorial Hospital Heartworks Cardiac Rehab

Student Fitness Specialist for Ohio University WellWorks Fitness Center WellWorks Risk Reduction Program Health Coach/Personal Trainer

Bachelor of Science : Kinesiology , May 2011 Michigan State University - City , State

Specializations in Health Promotion and Bioethics and Humanities

Member of Phi Epsilon Kappa, Academic Fraternity of Kinesiology Students

Student Teaching Assistant for Cadaver Anatomy Lab 2011-2012

Certifications

BLS for the Healthcare Provider

Completion of Phlebotomy Skills for the Healthcare Professional Course

CITI GCP Certified

IATA Certified

Skills

Academic, administrative support, agency, back-up, benefits, billing, Cancer, clerical, clinical research, Coach, Oral, community health, client, clients, data collection, Diabetes, documentation, educational materials, functional, GCP, HR, Immunology, instruction, instructor, insurance, managing, Market, materials, Microsoft Office applications, Page, patient safety, Phlebotomy, Physiologist, prescribe, processes, promotion, protocols, Recruitment, rehabilitation, Safety, scheduling, specimen collection, Surgery, telemetry, Therapy, Trainer, training programs, Vaccine, composition