

Mary Jacobs

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OBJECTIVE: Analytical and detail-oriented professional with experience in clinical research and data management. Seeking to leverage my expertise in biostatistics to contribute effectively as a Clinical Research Coordinator (CRC). My future plans include pursuing a Master and PhD in Biostatistics to advance my contributions to public health.

EDUCATION

Bachelor of Science in Education, Social Sciences

Universidad Distrital Francisco José de Caldas. Bogotá, Colombia

GPA 3.9 | Organizations: Phi Theta Kappa

Medical Statistics Program (Ongoing)

Stanford University

SKILLS

- **Data Analytics:** Python, R, SQL, Power BI, Tableau.
- **Research Tools:** CalConnect, Epic, EMR, REDCap, Qualtrics, Qualitative and Quantitative Research Methods
- **Regulatory Compliance:** HIPAA, GCP, FERPA, GDPR, CCPA, CPRA, NDAs, RFPs
- **Project Management:** Microsoft Project, Asana, Jira, Trello
- **Collaboration:** Microsoft 365, Google Workspace, SharePoint, Citrix, Docusign, SAP, Oracle, Salesforce, CLE.

RESEARCH EXPERIENCE

Clinical Research Coordinator: CIRCLE Training Program, NIH-Funded

Internship - Kristal Lab on the Closed-Loop Deep Brain Stimulation for Major Depression (PRESiDio) Dr. Andrew Krystal.

UCSF | 07/24 - Present

- Coordinate and participate in team meetings for patient and data updates, shadowed clinics, and conducted in-lab work sessions for hands-on research and data analysis.
- Conduct neural data stimulation and audio analysis, including plotting power and frequency changes, and performed comprehensive literature reviews on deep brain stimulation for mental health conditions.
- Manage study design documentation, including creating notebooks for data collection into REDCap (Consents, Surveys, MOPs, SOPs), visualizing survey data, and ensuring adherence to regulatory standards (IRB).

Data Analyst

Eclipse Soundscapes Project, NASA | 05/24 - 07/24

- Analyzed sound and field data collected during the 2024 Total Solar Eclipse.
- Enhanced understanding of eclipse phenomena through analyzing audio data

Observer

Eclipse Soundscapes Project, NASA | 03/24 - 05/24

- Recorded detailed observations of the 2024 solar eclipse.
- Identified essential location-based information for data analysis.
- Surveyed observation protocols before, during, and after the eclipse.

Researcher. Thesis: Empowering Communities: An Examination of Socio-Economic Organizational Strategies

Limpal Colombia | 01/17 - 12/17

- Conducted fieldwork, surveys, and qualitative/quantitative research.
- Analyzed data and presented findings to support training continuation.

EXPERIENCE

Pretrial Release Specialist

San Francisco Pretrial | 03/23 - 07/23

- Prepared accurate client documentation for judges within established deadlines.
- Collaborated with judicial stakeholders, ensuring informed consent for release decisions.
- Leverage CLETS and JUSTIS for background checks and information tracking.

Operations Manager

City and County of San Francisco, COVID Command Center (C3) | 11/20 - 05/21

- Directed a comprehensive COVID-19 response with a OPS team of 15 members.
- Monitored case investigation metrics for data-driven decision-making.
- Facilitated efficient communication and collaboration across government jurisdictions.

Public Records Act and Subpoena Program Coordinator

San Francisco State University | 03/20 - 08/20

- Managed subpoenas and Public Records Act requests for legal compliance.
- Provided legal support and expertise on cases involving audits, litigation, and privacy.

Compliance Clerk

City and County of San Francisco, Department of Elections | 01/19 - 10/22

- Verified electronic signatures and managed voter support files.
- Supported the integrity of the electoral process through document management.

Specialist, Industrial Safety and Environmental Compliance Department

City and County of San Francisco, MUNI | 02/18 - 01/19

- Created dashboards on crime-related incidents for the Assault Prevention Committee using Tableau and Excel, providing actionable insights for data-driven decision-making.
- Conducted exploratory analysis on trauma and PTSD related to crime incidents, contributing to discussions and strategies at the monthly Assault Prevention Committee meetings.

RELEVANT EXPERIENCE***Executive Assistant to the President***

Rocket Farms Inc. | 06/14 - 01/18

Senior Administrative Assistant, IT Attestation

KPMG | 02/14 - 06/14

Executive Assistant to Vice-President of Operations & Corporate Operations Department

Core-Mark International | 07/11 - 10/13

INTERNSHIPS***Paralegal - Internship***

District Attorney's Office of San Mateo County | 07/10 - 07/11

Paralegal - Internship

Bay Area Legal Aid | 07/10 - 12/10

CERTIFICATIONS

- **CITI Training, UCSF:** Good Clinical Practice (GCP), Human Subjects Protection, Big Data and Data Science Research Ethics, Essentials of Responsible AI
- **Google Data Analytics Professional**
- **COVID-19 Training Academy, UCLA:** Case Investigation & Contact Tracing
- **Scrum Master Certified (SMC).** Scrum Alliance
- **Spanish Interpreter.** City and County of San Francisco
- **Paralegal.** Skyline College, San Bruno, CA

LANGUAGES

- Spanish. Advanced
- Portuguese. Advanced
- French. Advanced
- English. Advanced