

Suganya Gunasekaran
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Re: Clinical Trial Administrator position at ACT

Dear Hiring Manager,

I am submitting my application for the Clinical Study Administrator (CTA) position, which I got to know through Hobson Prior Consultant. I am confident that I fulfil all the necessary requirements for this role and would be an asset to your team.

With my experience and skills, I am well-equipped to excel in this position. As a former Study Coordinator, I have gained valuable knowledge in the same responsibilities that a CTA would undertake, except on the CRO end. This experience, combined with my complete end-to-end clinical study expertise, would allow me to get quickly aligned with the projects with minimum training and guidance. Additionally, my exposure to study sponsor audits and monitoring would be beneficial in ensuring that the team is always prepared for study inspections.

Moreover, I have in-depth knowledge and experience in the TMF domain, particularly in Veeva Vault and Wingspan eTMF system, and have contributed to various projects such as integrations, central indexing, TMF metrics analysis, and milestone review projects. This expertise would enable me to manage the study TMF more efficiently with higher KPIs.

I firmly believe that my background is an excellent match for your business and that I would be able to make a significant contribution to the growth of the organization and our team.

Thank you for considering my application.

Sincerely,

Suganya Gunasekaran