Dear Hiring Manager,

I am writing this to express my keen interest in the Research Analyst/Assistant position within the Department of clinical and Organizational at your esteemed organization. With a strong academic foundation in research methodologies and a passion for contributing to advancements in healthcare, I am excited about the opportunity to support and enhance the research initiatives under your guidance. During my academics at Humber college, I have gained valuable theoretical knowledge and practical skills that align perfectly with the responsibilities outlined in the job description. My proficiency in data analysis, utilizing Excel applications, and a willingness to expand my skills to include statistical analysis through R, further contribute to my capabilities in this role. Moreover, I bring a compassionate and empathetic approach to my work. I am eager to contribute to your ongoing studies, learn from your team of experts, and gain valuable hands-on experience in the field of research. Enclosed with this letter is my resume, which provides further details about my education, research experience, and relevant skills.

We can connect on swati.gopalgade@gmail.com (+1 647-451-2265).

Swathi Gopalgade
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Summary

I am a motivated analytical intern seeking a Research analyst position with proficiency in research methodologies such as surveys, case studies, SQL, SPSS and utilize hands-on experience in basic SQL, to contribute to data-driven decision-making. Back in India, I worked for Novartis Healthcare and Syneos Health companies as Medical Writer. I am committed to applying research skills, problem-solving abilities, and strong attention to detail to support organizational goals.

Education:

1. Ontario graduate certificate program in Research Analyst (RAP), Humber College, Toronto, Canada.
2. Post-graduation degree in Doctor of Pharmacy (Pharm.D) in Care college of Pharmacy, Warangal, India.

Relevant Coursework (RAP) includes:

1. Data analysis and visualization
2. Research methods and Design
3. Basics of Statistical Analysis
4. Database Management
5. Hands-on experience of SQL
6. SPSS
7. PowerBI

Work Experience in pharmaceutical and healthcare Organizations:

1. **Novartis, NKC, Hyderabad, Narrative Writer (07-Jun-2021 to 08-Jan-2023)**:

   - During my tenure in this role, I used to draft, review, manage the production of high-quality patient narratives, and lead the narrative projects independently.
   - Expertise in complete manual drafting, generating e-Narratives and semi-automated narratives.
   - In addition, as needed drafted Addendum to clinical overview (ACO) documents. Used to follow and track clinical trial milestones and resource requirements for assigned projects.
   - Act independently as document consultant in clinical trial teams to ensure compliance of documentation to internal company standards and external regulatory guidelines.
   - Act as liaison between clinical trial teams and publishing to ensure timely delivery of final documents for publishing.
   - Support process improvement initiatives.
   - Maintain audit, SOP, and training compliance.

2. **Medical Writer-I (Syneos Health; 09-Feb-2019 to 31-May-2021)**

   - During my tenure in this role, I used to draft, review, manage the production of high-quality patient narratives, and lead the narrative projects independently.
   - Supported various regulatory documents clinical study report, protocols, manuscripts, and abstracts.
   - Reviewed statistical analysis plans and table/figure/listing specifications for appropriate content and for grammar, format, and consistency. Provides feedback to further define statistical output required.
   - Interacted with department head and staff members in data management, biostatistics, regulatory affairs, and medical affairs as necessary to produce writing deliverables.
   - Adhered to established regulatory standards, including but not limited to ICH-E3 guidelines, as well as Company Standard Operating Procedures, client standards, and Company and/or client approved templates when completing medical writing projects, on-time and on-budget.
   - Performed on-line clinical literature searches, as applicable.
   - Continued professional development to keep pace with regulatory guidance and client expectations that affect medical writing and to improve skills.

3. **Global safety pharmacovigilance assistant (April 2018 to February 2019)**

   - Assisted preparation and the processing of adverse event reports received from sites and reporters.
   - Managed and processed adverse event reports.
   - Maintain systems to ensure compliance with case processing and tracking.
   - Triage and track incoming adverse event reports within one business day of receipt.
   - Assign case numbers to the adverse event report and perform initial skeleton entry into the safety database.
   - Managed the translation process for any source documents needing service.
   - Foster constructive and professional working relationships with all project team members, internal and external.
   - Filed documents according to project specific requirements (electronically or in hard

copy as applicable).
- Participated in audits as required.

Work Experience During Academics

- Assisted in conducting a clinical trial, pilot study of oral insulin (sub lingual).
- Skilled in-Patient Counselling.
- Worked on LANDMARC study (SANOFI Company) with Assistant CRC Designee, under guidance of Dr. Saini Venkateshwarlu.

Seminars / Workshop

- International Society for Pharmacoeconomics and Outcomes Research (ISPOR), St. Peter's Institute, Warangal 2016.
- Bio Asia 2015: The Global Bio Business Forum, Hyderabad Convention Center 2015.
- Medical Diagnostics and Microbiological Analysis of Portable Water & Food, Kakatiya Government College, Warangal 2014.
- TDACON – Telangana Diabetic Association Annual Conference 2017.
- Cardiopulmonary Resuscitation Training Program 2017.
- Health Awareness Program – World TOBACCO DAY.

Thesis

1. Carried out a Research work on Assessment of prescription profile of pregnant women visiting antenatal clinic.
2. Evaluation of Quality of Life and Medication Adherence in Type II Diabetic Patients.

Publications

1. **Evaluation of Quality of Life and Medication Adherence in Type II Diabetic Patients – Published in JMSCR – Vol 05 – Issue 06 – Page 23811-23820, June.**
2. **Case Series – A Typical Anti-Psychotic Induced Neuroleptic Malignant Syndrome and Extra Pyramidal Side Effects. Published in Journal of International Research in Medical and Pharmaceutical Sciences-Vol 12- Issue 04- Page 2395-4477, 2017.**

Technical Skills

- Microsoft Office – Word, Power point, Excel.
- Oracle Argus, Agile, CREDI, Spotfire and Citrix database.
- SQL Server
- SPSS, Tableau, PowerBI (In-progress)

Extra-Curricular Activities

1. Awareness on Organ Donation and keeping away the immoral practices – Vikasa Tarangini.
2. Pink Ribbon Walk – 2017.

3. Participated in various competitions, sports events and cultural activities in school and college.

Personal Brand Statement and Elevator Pitch:

I'm Swathi Gopalgade, a passionate medical writer and enthusiastic learner. With a strong background in the field of science, my personal brand revolves around the intersection of expertise and innovation. My strength lies in transforming complex medical information into clear and accessible narratives. Through meticulous research and analysis, I decode intricate data and translate it into meaningful insights, empowering decision-makers and contributing to evidence-based practices. With a passion for continuous learning and a solid educational background in pharmacy field, I possess a broad knowledge base that spans various therapeutic areas and research methodologies. With the given background information, my simple personal brand statement would be "I bridge the gap between medical expertise and data-driven insights." I bring data to life, empowering healthcare domain; sum up my ability to merge the worlds of medicine, analysis, research, and effective communication. What sets me apart is, my unwavering dedication to excellence and I approach each task with a meticulous attention to detail and a passion for making a positive impact in the healthcare landscape.

Short Biography: My expertise lies in extracting meaningful insights from complex datasets to inform strategic decision-making. My passion for uncovering trends and my meticulous attention to detail have consistently contributed to successful project outcomes and client satisfaction. I have been driven by a curiosity to understand the 'why' behind data trends. This curiosity, combined with my analytical prowess, has been the cornerstone of my success in delivering valuable insights to various industries.

List of Marketable Skills and Abilities:

1.Data Analysis and Interpretation

2.Statistical Analysis (SPSS)

3.Quantitative and Qualitative Research Methods

4.Report Writing and Presentation Skills

5.Strong Problem-Solving and Critical Thinking

6.Proficient in Data Visualization Tools (Power BI)

7.Effective Communication and Collaboration

8.Project Management and Deadline Adherence

9.Advanced Excel and Data Manipulation

Professional Accomplishments as a Research Analyst:

1. Conducted a competitive analysis that provided insights into competitor pricing strategies.

2. Developed a proprietary data visualization dashboard.

3. Analyzed and presented complex data trends in academic assignments.

4. Streamlined reporting processes and thereby reduced data analysis.

5. Worked on a research project report and presented the results in infographic format.

Business Card:

Swathi Gopalgade
Research Analyst

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Humber College

Bridging the gap between medical expertise and data-driven insights.

Best Rated Research Analyst

Previous Experience and Reason for Choosing the Research Analyst Program:

Post my graduation, I received an offer from an esteemed MNC (Syneos Health) with designation being Global Pharmacovigilance (PV) Assistant-I. I worked with this PV team for approximately for a year; after completion of the project in PV domain, I was redeployed internally to medical writing Domain with designation of Medical Writer. I was with this organization from April-2018 to May-2021. In Jun-2021, I joined a sponsor company (Novartis), as a Narrative Writer, where I realized the current trend in research is so sophisticated and I need to get updated with it.

At that point of time, I felt I was stagnating in my career though I was familiar with automated/semi-

automated platforms and simplifying the work. I wished to work on newer models with exposure to global healthcare set-up at core level and how they function from a technology standpoint. Moreover, I wanted to be updated and have advanced knowledge in my field before diving into the market-level competition to be the right candidate the market is looking for. In addition, I had a strong desire to deepen my analytical skills and expand my knowledge in conducting in-depth research. The program's focus on data analysis, market trends, and critical thinking resonated with my career aspirations, making it the ideal choice for my professional growth. My foremost aspiration upon enrolling in the Research Analyst program was to cultivate a comprehensive set of advanced career management skills that would serve to not only elevate my capacity for strategic thinking but also to enhance my communication abilities and overall worth as a professional within the research sphere.

Expectations and Goals from the Course: I aimed to gain advanced career management skills that would make me a more strategic thinker, a confident communicator, and an asset in the research field. I anticipated honing my ability to navigate industry challenges, foster professional relationships, and excel in diverse research methodologies.

Here are the key expectations I had from career management course.

1. **Skill Reinforcement**: Foremost, I foresaw the course as an avenue for acquiring a diversified toolkit of pragmatic skills that would act as compass points in navigating the multifaceted realm of the professional landscape. I envision refining the craft of composing captivating resumes, cover letters, and strategies for effective networking and proficient job searching.

2**. Strategic Career Mapping:** I was excited about delving into the world of strategic career planning. I wanted to learn how to plan my career journey smartly. This included setting practical short-term and long-term goals and understanding all the different paths my chosen field has to offer. I hoped to get better at making decisions that matched my dreams.

3. **Interview Excellence:** The course held the promise of unraveling the enigma of interviews, not merely the technical aspects but the finesse of articulating myself with poise, confidently addressing intricate queries, and engraving a lasting, positive impression on potential employers. I hoped to emerge with the social skill to plan interviews as compelling narratives of my professional voyage.

4**. Networking Mastery:** In a contemporary professional panorama steeped in the significance of networking, I envisioned the course as a conduit to decode the art of networking. My expectations revolved around acquiring a range of effective networking techniques. My aspiration was to foster connections that transcend traditional bounds, delving into latent job markets and forging alliances capable of birthing invaluable opportunities.

5. **Crafting a Unique Image:** I was excited about creating my own personal brand that stands out in the competitive job world. I wanted to understand how to show my strengths, values, and skills effectively to potential employers and partners.

6. Moving Between Jobs: I was focused on learning how to change careers smoothly. The course promised to teach me how to shift from one industry or role to another, or even start my own business. I was eager to learn how to use my existing skills and experiences to do well in new things I try.

7. **Boosting Confidence:** Most importantly, the course had the power to make me feel more confident. By giving me practical tools, knowledge, and a deeper understanding of the professional world, I believed it could make me feel stronger and surer of myself. I thought this newfound confidence wouldn't just help me face challenges, but also make me grab opportunities with determination.

Key Learnings and Takeaways: Throughout the course, I developed a profound understanding of effective communication through information interviews, mock interviews, and elevator pitch assignments. The importance of crafting a compelling resume and cover letter became evident as I customized these documents to showcase my unique skills and experiences.

The highlight was learning to concisely present my value proposition through my elevator pitch. This skill has not only boosted my confidence but also enabled me to succinctly communicate my strengths to potential employers and collaborators.

Favorite Assignment: One notable achievement was mastering the art of delivering a concise yet impactful elevator pitch. This newfound skill not only bolstered my confidence but also equipped me with the ability to succinctly articulate my strengths to potential employers and collaborators.

Applying Course Knowledge to Placements and Future Career: The skills I've acquired during this course align perfectly with my upcoming placement and future career in research. My enhanced ability to extract insights from data, coupled with improved communication skills, will enable me to contribute meaningfully to research projects and effectively communicate findings to stakeholders.

Reflection and Areas for Improvement: Looking back, I would have invested more time in fine-tuning my information interview approach. While I gained valuable insights, I believe a more systematic approach could have yielded even richer outcomes. Additionally, I've realized the importance of continuous practice to master mock interviews, and I would allocate more time for this in the future.