TIA J. CARMON

Curriculum Vitae (CV)

Phone: (919) 757-5140 **Email:** tjcarmon@gmail.com

EDUCATION

B.S., Microbiology, 2006
North Carolina State University, Raleigh, NC, USA

Master of professional Science, Biomedical and Health Informatics
University of North Carolina at Chapel Hill | expected may 2020

PROFESSIONAL EXPERIENCE

PPD, Morrisville, NC

Sr. Project Manager, Apr 2019-present
Project Manager, Aug 2014-Apr 2019

- **Develop, implement, and evaluate study plans**, processes, and **timelines**; as well as, patient recruitment and retention strategies.
- **Collaborate across functional areas** to identify potential risks, evaluate any issues, **interpret data**, develop contingency plans, and implement solutions to ensure successful completion of trials.
- **Monitor and analyze project status** to ensure successful completion of project parameters, milestones, timetables (i.e., regulatory document, research agreement, site payments, interim monitoring, CRF retrieval, CRF data entry, etc.).
- **Obtain institutional review board (IRB) approval**
- Perform the role of liaison between sponsors, vendors, various functional areas within PPD, and investigative sites (as applicable).
- Prepare and facilitate Kick-off Meetings and Face to Face Meetings to discuss study status, and planning for the future.
- Facilitate client teleconferences, internal team meetings and vendor teleconferences; including development of agendas, delivery of meeting minutes and ensuring all action items are completed per agreed upon timeline.
- **Provide Sponsor with timely project updates, project related fiscal information.**
- Review budget, Scope of Work and monitor project financials. Discuss the budget and Scope of Work with internal team members during internal team meetings to ensure tasks and responsibilities are performed as contracted.
- Review and approve patient/site payments, pass through costs and unit grids.
- Review Master and Principal Investigator Files for completeness.

Quintiles Inc., Durham, NC

Associate Client Engagement Manager (ACEM), Feb 2014-Aug 2014
Associate Project Manager (APM), Apr 2011-Aug 2014
Senior Project Coordinator, Apr 2009-Apr 2011
Project Coordinator, Sep 2007-Apr 2009

APM/ACEM:

- **Managed programming, data integration, data collection, statistical analysis, and delivery of study reports.**
- Planned, managed and executed assigned projects related to completion of observational research program deliverables from award through closeout.
- **Obtained IRB approvals, created project plans, budgets, timelines, and work instructions.**
- **Contributed to electronic case report form, protocol, and statistical analysis plan development.**
- Managed clinical team, programmers, biostatisticians, and vendors to ensure milestones were achieved on time.
- **Developed standard operating procedures**, assisted in the training and orientation of junior project support staff.

- **Developed technical specifications and conducted QC of clinical systems and web tools.**
- Established and maintained all project documentation, including files, records, and reports according to ICH-GCP and the scope of work.

Associate Client Engagement Manager (ACEM)

- Effectively managed project start-up for a large, prospective disease registry of 15,000 individuals including overseeing a multi-disciplinary team. Members of the team included internal team members from epidemiology, medical writing, biostatistics, and patient contact center and three vendors.

Associate Project Manager (APM):

- Successfully managed two concurrent observational Rheumatoid Arthritis protocols from start-up through final reports. Both protocols utilized a patient-centric enrollment model.
- Managed digital patient recruitment for eight phase III clinical trials with various scope including, multi-center, multi-national trials.

Senior Project Coordinator:

- **Developed study timelines, project plans and managed set up of study databases.**
- Created and delivered reports within specified time frames.
- **Managed the planning, set up, maintenance, data analysis and closeout of projects.**
- Served as primary point of contact for projects such as, patient-centric studies, recruitment, and membership support.
- Monitored patient recruitment for assigned projects.

Project Coordinator:

- Selected to collaborate with the Global Project Management Office to assist with electronic central file implementation.
- Assisted in the project management of full-service phase I and III global clinical trials.
- Coordinated meetings, communications, and presentations for assigned global projects.
- Developed and distributed meeting minutes, project status, tracking and finance reports.
- **Created and maintained project documentation files, records, and regulatory application files**.

Athenix Corp., Research Triangle Park, NC *Microbiologist, Nov 2005-Mar 2008*

- **Managed and maintained tracking database of over 20,000 microbial strains**.
- Maintained accurate records and documentation of work performed.
- Performed bioassays according to laboratory protocols.
- **Analyzed and presented bioassay data for internal stakeholders.**
- **Improved organization system for storage of over 20,000 microbial strains.**

SYSTEMS AND PROGRAMMING EXPERIENCE

Systems:
Microsoft Office (**Access**, **Project**, Excel, PowerPoint, Word, and Visio), Electronic Data Capture (EDC): Medidata RAVE, OmniComm TrialMaster, other web-based EDC platforms, Salesforce, SharePoint, Content Server, Clinical Trial Management System (CTMS), PhlexEview, and other web-based trial master file platforms

Programing:
SQL
Python
R- currently learning

LICENCES & CERTIFICATIONS

- Certificate in GCP Expert exam for Managers and Staff interacting with investigational sites, Barnett Accreditation, June 2012

PUBLICATIONS AND PRESENTATIONS

Cascade, E., Reites, J., **Carmon, T**., Blessing, D., Tung, J., Tian, C., Miralles, D., & Talantov, D. (2013, June). Recruitment Metrics from Together RA: A Study in Rheumatoid Arthritis Patients to Evaluate Feasibility of a Direct-to-Patient Research Approach. Poster session presented at the 49th annual Drug Information Association (DIA) meeting, Boston, MA, USA.

Hurst, N., Covington, D., **Carmon, T**. Recruitment in the Age of Social Media: A CRO Perspective. Birth Defects Research Part A: Clinical and Molecular Teratology 2018;110(No 19).

CLINICAL RESEARCH EXPERIENCE

Devices/Musculoskeletal: An Open-Label, Randomized, Validation Study to Establish That the Design, Functionality, and Ergonomic Features of the Study Device to Defined User Needs and Intended Use for Self-Administration by Subjects With Rheumatoid Arthritis, Psoriatic Arthritis, Ankylosing Spondylitis, or Psoriasis

Endocrine/Metabolic: A Randomized, Double-blind, Event-driven, Placebo-controlled, Multicenter Study of the Effects of Study Medication on Renal and Cardiovascular Outcomes in Subjects With Type 2 Diabetes Mellitus and Diabetic Nephropathy

Endocrine/Metabolic: A Randomized, Multi-Center Study to Evaluate Cardiovascular Outcomes with Study Medication in Patients Treated With Standard of Care for Type 2 Diabetes

Endocrine/Metabolic: A Phase III, Randomized, Active Comparator, Double-Blind, Multi-Center Study to Compare the Efficacy, Safety and Tolerability of Study Medication to Comparator as Add-on Therapy to Metformin in Patients with Type 2 Diabetes

Endocrine/Metabolic: Phase III, Randomized, Double-Blind, Placebo-Controlled, Multi-Center Study to Evaluate the Efficacy, Safety and Tolerability of Study Medication in Patients with Type 2 Diabetes

Endocrine/Metabolic: A Double-blind, Randomized, Multicenter, Cross-over Study to Compare the Effect of Study Comparator Medications on Fat Digestion in Subjects With Pancreatic Exocrine Insufficiency Due to Cystic Fibrosis

Endocrine/Metabolic: A Phase III Randomized, Double-Blind, Placebo-Controlled Clinical Study Evaluating the Efficacy and Safety of Study Medication in Subjects with Cystic Fibrosis-Related Exocrine Pancreatic Insufficiency

Gastrointestinal: A Randomized, Placebo-controlled, Double-blind Trial to Evaluate the Safety and Efficacy of Study Medication in Subjects with Active Ulcerative Colitis

Gastrointestinal: A Multicenter Postmarketing Study to Evaluate The Concentration Of Study Medication In The Breast Milk Of Mothers Receiving Treatment With Study Medication

Gastrointestinal: A Multicenter Postmarketing Study To Evaluate The Placental Transfer Of Study Medication In Pregnant Women Receiving Treatment With Study Medication

Gastrointestinal: An Open-Label, Multicenter and Open Enrollment Model, Postmarketing, Milk-Only

Lactation Study to Assess Concentration of Study Medication in Breast Milk of Lactating Women With Active Ulcerative Colitis or Crohn's Disease Who Are Receiving Study Medication Therapeutically

Genitourinary: An Observational Prospective Disease Registry to Collect Data on the Quality of Life in Women with Self-Reported Symptoms of Menorrhagia

Musculoskeletal: An Observational Prospective Study to Evaluate Whether Genetic Factors Can Predict Response to anti-TNFα Biologic Treatment in Subjects with Rheumatoid Arthritis (RA)

Musculoskeletal: A Prospective Study to Evaluate the Psychometric Properties of Select Patient Reported Outcome (PRO) Instruments in Subjects with Systemic Lupus Erythematosus, Rheumatoid Arthritis (RA) and Axial Spondyloarthritis

Musculoskeletal: A Phase III, Multi-Center, Randomized, Double-Blind, Placebo-Controlled Evaluation of the Efficacy and Safety of Study Medication in Subjects with Systemic Lupus Erythematosus (SLE)

Nervous System: An Observational Prospective Disease Registry to Collect Data on the Natural Progression of Cognitive Decline in People at Risk of Developing Alzheimer's Disease

Nervous System: A Phase II, Multicenter, Randomized, Double-Blind, Parallel-Group, Placebo-Controlled Study To Investigate The Efficacy And Safety Of Study Medication Added To Background Alzheimer's Disease Therapy In Patients With Moderate Severity Alzheimer's Disease

Nervous System: An Open- Label, Two-Arm Randomized Study to Characterize Flu-Like Symptoms in Relapsing Multiple Sclerosis Patients Transitioning From Current Interferon Beta Therapies to Study Medication

Nervous System: A Multicenter, Double-blind, Randomized, Placebo-controlled, 4-Armed Parallel Group Study to Evaluate the Efficacy of Study Medication in the Treatment of Acute Migraine Headache in Adolescents

Ophthalmology: A Phase I Open Label Non-comparative Study Evaluating the Safety of a Single, Unilateral, Sub retinal Administration of Study Medication in Advanced Retinitis Pigmentosa