

Chris Warren

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1602 Noyes Drive, Silver Spring, MD 20910

EDUCATION

Loyola University Maryland
Bachelor of Science in Biology

Baltimore, MD
May 2020

- **GPA:** 3.43
- **Organizations:** Adam Smith Economic Society, Biology Club, Physics Club
- **Awards:** Presidential Scholarship, Dean's List

WORK & LEADERSHIP EXPERIENCE

Emerson Clinical Research Institute
Research Intern

Washington, D.C
May 2019-August 2019

- Completed Case Report Forms (CRF) in a timely manner or per project-specific timelines
- Entered study participants in the study participant tracking system, clinical software, and study logs
- Attended and assisted with site-initiation visit, start-up, study team, staff meetings
- Conducted screening visits and study protocol specific participant visits, assisted staff physicians in assessment of concomitant medications, adverse events, lab results and other test results
- Became proficient with clinical management software in the first weeks
- Volunteered for patient outreach at health fairs

Loyola University Maryland, Office of Student Life
Desk Coordinator

Baltimore, MD
September 2019-May 2020

- Served as direct supervisor for specific area, managed desk assistants, conducted payroll
- Created agendas for staff meetings and schedules for normal and specialty periods
- Successfully conducted interviews, trained new employees on policy and procedure
- Successfully planned new transitioned employees into new clock in and payroll procedure

Desk Assistant

September 2017-May 2019

- Provided customer service to residents and their guests, by providing information about campus
- Communicated effectively through a chain of command to provide a safe living experience for students
- Oriented students as to campus directions and support campus emergency procedures

Loyola University Maryland, Office of Student Life
Resident Advisor

Baltimore, MD
September 2017-May 2020

- Developed, implement, and evaluate social and educational programs for 120 residents, which incorporate their interests and needs, as well as engage Loyola faculty and administrators
- Served as a mediator for students experiencing roommate conflicts, a referral for students needing academic, counseling or social support, and a role model to build a strong sense of community
- Successfully managed an annual budget of eight thousand dollars on programs for senior and junior classes

SKILLS

Technical: Proficient in Microsoft Excel, Adobe Suite, SAS