

# Clinical Research Coordinator II

## ROBERT SMITH

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### Objective

Over 8+ years of experience as a Certified Clinical Research Professional (CCRP). Detail-oriented with management and leadership experience in the Department of the Navy. Dependable and well organized with strong multi-tasking skills. A versatile team player who enjoys assisting others. Strong interpersonal and customer service skills.

### Skills

Types 50 WPM, Proficient in Microsoft Word, Excel, Outlook, and PowerPoint, Secret Security Clearance, C#, Javascript, HTML 5, CSS3, SQL, and Epic.

### Work Experience

#### Clinical Research Coordinator II

**ABC Corporation** - May 2012 - Present

- Coordinating the day-to-day activities of the research study team specifically engaged in carrying out the research clinical protocol.
- Coordinating and actively recruits and formally consents study subjects for enrollment.
- Preparing research study advertisements for submission to the institutional review board (IRB) for approval to aid in subject recruitment.
- Performing input, retrieval, and analysis of data for processing and validation, and maintains research databases on excel.
- Managing calendars and conducts telephone, face-to-face interviews, or sends emails for follow-up visits as per protocol to administer assessment data collection instruments.
- Organizing and facilitates meetings, conferences, and other events associated with research activities.
- Documenting all correspondence and communication pertinent to the research and responded to study site monitoring visit findings and, after consultation with PI, implements approved recommendations.

#### Administrative Assistant

**ABC Corporation** - August 2011 - April 2012

- Proficient in using fleet training management and planning system.
- The collected information from files or staff for routine inquiries or for periodic reports.
- Stepped in to perform numerous job duties during a staffing transition from 6 to 3-member team.
- Oversaw evaluations such as writing, proofreading, and editing for over 100 personnel.
- Entrusted with responsibility for handling classified and sensitive information.
- Stepped into work as command sponsor program coordinator with zero discrepancies.
- Drafted routine correspondence; screened and directed calls and incoming correspondence.

### Education

Master in Healthcare Administration - (Grantham University - Kansas City, MO) Bachelor Of  
Science in Multidisciplinary Studies - (Grantham University - Kansas City, MO) Associate Of Arts in  
Liberal Arts - (Excelsior College - Albany, NY)