Skills:

Python, Javascript, HTML, Tableau, ETL, SQL, Postgres, Excel, Web design, Web Scraping, Statistics, Biostatistics, Data Analysis, Data Visualization and Presentation, Team Player, Independent, Time Management, Collaboration, Flexibility, Fast Learner, Attention to detail.

# Experiences

**IRB Senior Analyst February 2020 – Present**

* Serve as a point of contact for IRB analysts and IRB Analyst Associates with day to day tasks
* Assist manager with training of new employees on daily tasks and responsibilities
* Lead and collaborate on office improvement projects and initiatives
* Review complex human research submissions requiring in-dept understanding of the federal regulations and ethics

**IRB Analyst September 2018-January 2020**

* Review research projects and when required ensure the submissions have undergone appropriate review.
* Manage preparation for weekly panel meetings and complete meeting minutes after conclusion of each meeting.
* Advise and assist research community as needed
* Attend educational webinars and sessions to expand knowledge on Federal Regulations pertaining to human subjects research.

**IRB Analyst Associate at Office of Research Northwestern: November 2017 – September 2018**

* Review personnel change modifications and external IRB submissions.
* Track and verify Human Subjects Protection training.
* Assist in the coordination of Chairs meetings, Brown Bag sessions and Research Community events.
* Attend PRIM&R webinars and IRB Brown Bag sessions with the IRB Office to expand IRB knowledge.
* Serve as the first line of contact for the research community.

**Assistant Regulatory Coordinator at NUCATS: May 2017-November 2017**

* Assist in the regulatory division of Human Subject Research Studies conducted at Northwestern University and Lurie Children’s Hospital.
* Assist with Audits conducted by Sponsors, IRB Compliance and FDA
* Assist with study submissions, regulatory binder creations, filing etc
* Track training certificates, CVs, Medical Licenses of investigators and study team members
* Record minutes for weekly team meetings
* Cover front desk / main phone line as needed

# Education

**Northwestern University May 2020**

Certificate in Data Science and Visualization

**Rosalind Franklin University August 2015-May 2016**

Masters in Biomedical Science

Certificate in Public Health

## University of Illinois at Chicago August 2011-May 2015

Bachelor’s Degree in Biology

Minor in Psychology