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EDUCATION

Southern New Hampshire University | Manchester, NH   Expected graduation: 05/2024
M.S. – IT & Software Application Development   *Cumulative GPA: 3.50*
Coursework: Mobile App. Development, Software Design & Modeling, IT Project & Team Management, Technical Communication, Operating Systems, Telecommunications & Networking, Data & Information Management

Columbia University | New York, NY   05/2021 – 08/2021
M.S. – Nursing   *Cumulative GPA: 4.0*
Completed one full semester as a full-time student in the Direct Entry (accelerated) Nursing program, where I participated in 10 weeks of didactic learning and 8 weeks of clinical rotation in the Neurosurgical ICU.

Fisher College | Boston, MA   Graduated: 05/2021
B.A. – Biology   *GPA: 3.81, Summa Cum Laude*

WORK EXPERIENCE

Clinical Assistant | Alira Health   Nov. 2021 – Present
- Manage and QC metrics trackers and EDC data for 6 clinical trials, ensuring accurate and timely data collection and reporting.
- Issue an average of 15 queries per month for missing or incorrect data in the EDC, leading to an improved data accuracy rate of 97%.
- Document data reports for clinical monitoring activities and wrote meeting minutes for periodic review and sponsor meetings, resulting in a streamlined and organized system for data tracking and communication.
- Set up a comprehensive folder structure for all studies in the study repository/Trial Master File, improving the organization and accessibility of study materials.
- Oversee the shipping of study materials to participating clinical sites, ensuring timely delivery and compliance with regulatory guidelines
- Demonstrate strong attention to detail and adherence to FDA CFR Part 11 regulations while overseeing administrative duties for 6 clinical trials.
- Utilize proactive recruitment tactics, including follow-up and cold emailing, to successfully complete the enrollment phase in 2 clinical trials.
- Collaborate effectively with Project Managers and Clinical Research Associates to maintain the integrity of clinical files, contributing to a high level of professionalism and efficiency within the team.

Student Nurse | New York-Presbyterian Hospital   Jun. 2021 – Aug. 2021
- Successfully completed one clinical rotation in a highly regarded Level 1 neurosurgical intensive care unit, gaining valuable hands-on experience in patient care.
- Demonstrated strong critical thinking and problem-solving skills by independently monitoring an average of 4 patients per clinical rotation shift.
- Conducted thorough bedside physical assessments and performed vital checks ad hoc, contributing to the accurate monitoring and care of patients.
- Utilized the Electronic Medical Record (EMR) effectively to record vitals and document other pertinent patient information, ensuring accurate and up-to-date documentation of patient care.
- Demonstrated proficiency in various nursing skills including bed-baths, linen change, bladder scan, patient transfer, and other ad-hoc tasks within the scope of practice.
- Created comprehensive Nursing Care Plans for patients, highlighting the appropriate interventions and goals for their care.

Emergency Department Medical Scribe | ScribeAmerica   Sep. 2017 – May 2018
- Served as a Level II Emergency Department Medical Scribe in an urban setting, demonstrating strong adaptability and time management.

- Improved data entry efficiency for healthcare providers by transcribing medical procedures in real-time and other pertinent patient information, resulting in an average transcription speed of 95 words per minute.
- Accurately documented future interventions/patient care plans and interactions with specialists into the EMR system, EPIC, ensuring comprehensive and up-to-date documentation of patient care.
- Recorded EKG results with a 99% accuracy rate, contributing to the accurate and timely diagnosis and treatment of patients.

CERTIFICATIONS / ADDITIONAL TRAINING

Basic Life Support for Healthcare Providers Certification   Expiration: May 2023
American Heart Association

EMT Training   2017
McGregor Institute of EMS

TECHNICAL SKILLS

- MS Visio
- MS Projects
- MS Access
- MS SharePoint

- MS PowerPoint
- MS Outlook
- MS Teams
- MS Word

- Java – Object Oriented Programming, beginner
- MS Excel – Pivot Tables, Formatting

ADDITIONAL LANGUAGES

Indonesian – Native