

# Hilsa Parinding

✉ H.Parinding@gmail.com | ☎ 207-703-8406 | 🌐 hilsaevp | 🌐 hilsaevp.github.io

## WORK EXPERIENCE

---

### Clinical Assistant | Alira Health

Nov. 2021 – Present

- Manage and QC metrics trackers and EDC data for 6 clinical trials (ranging from Phase 1 – Phase 4).
- Issue an average of 50 queries per month for missing or incorrect data in the EDC.
- Document data reports for clinical monitoring activities and write meeting minutes.
- Set up 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.
- Utilize proactive recruitment methods, including follow-up and cold emailing.
- Collaborate effectively with Project Managers and CRAs to maintain the integrity of clinical files.

### Student Nurse | Columbia University Irving Medical Center

Jun. 2021 – Aug. 2021

- Completed one clinical rotation in a Level 1 neurosurgical ICU (New York-Presbyterian Milstein Hospital), while attending Columbia University as a full-time student in the MDE program (accelerated nursing, towards an M.S. RN license), gaining valuable hands-on leadership 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.
- 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.
- Recorded EKG results per direction of Provider, contributing to the accurate and timely diagnosis and treatment of patients.

## EDUCATION

---

### Master of Science – Information Technology & Software Application Development

Southern New Hampshire University – Expected Graduation: May 2024

GPA: 3.50

### Bachelor of Arts – Biology

Fisher College – Boston, MA

GPA: 3.81, Summa Cum Laude

## SKILLS

---

### Software Development:

Git / Java / HTML / Visual Studio Code / User Research / User Testing / User Flow / Case Study / Product Strategy

### Visual Design:

Procreate / Prototyping (Figma, Balsamiq) / Microsoft Visio / PowerPoint

### Project Management:

Scrum / Agile / Microsoft Projects / Excel

### Additional Language:

Indonesian, native