

# JAMIE ALBRECHT

## BUSINESS ANALYST

### CONTACT



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### EDUCATION

#### BS HEALTH SCIENCE

##### MINOR: BIOLOGY

Muskingum University

2015 – 2018

GPA: 3.4 / 4.0

#### AAS MEDICAL LABORATORY TECHNOLOGY

Cincinnati State Technical and  
Community College

2012 – 2015

GPA: 3.4 / 4.0

### CERTIFICATION

Medical Laboratory Technician  
(MLT)

American Society for  
Clinical Pathology (ASCP)

### WORK EXPERIENCE

#### BUSINESS ANALYST – ENROLLMENT SPECIALIST

CDC | Remote (Cincinnati, Oh) | 8/2019 - Present

- Apply enrollment guidelines across an average of 100 to 150 applications per week in accordance with the James Zadroga 9/11 Health and Compensation Act of 2010.
- Take charge of denial letter tracking project; create and track denial letters from creation to delivery to applicant. About 10 to 15% of applications received are denied, meaning about 40 denials per month are tracked.
- Speak with applicants and members by phone and email on a weekly basis to resolve issues and expedite the enrollment process.
- Work with our health partner support contractors and remedy issues found in the weekly QA check of each application batch.

#### REGULATORY SUBMISSIONS COORDINATOR

Medpace | Cincinnati, Oh | 2/2019 – 8/2019

- Distributed, tracked, reviewed, and approved individual site electronic trial master file (eTMF) essential documentation for 30+ clinical sites at project start.
- Assembled regulatory documents to create a submissions package for site start-up for 10-15 clinical sites.
- Spoke via phone and email with clinical research site contacts on a daily basis to track their start-up progress.
- Partnered with document center team to ensure physical documents were filed accordingly on a weekly basis.

#### MEDICAL TECHNOLOGIST II

Pharmaceutical Product Development | Highland Heights, KY | 9/2016 – 2/2019

- Worked with project managers and coordinators to meet study specific guidelines and deadlines.
- Wrote and revised several standard operating procedures (SOPs), as well as developed 10 or more new workflows to make patient sample processing and data management smoother.
- Analyzed anywhere from 10-50 patient samples per day in the Flow Cytometry lab, performed QA of manually entered data, and validated new tests and testing materials.