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Professional Experience

Two years of experience as a Clinical Research Coordinator with expertise in Recruiting subjects for the clinical study, conducting clinical visits and provide project specific administrative support. **Five years** of experience in **Technical Documentation,** as a **Senior Instructional Designer** with expertise in developing Healthcare Online training courses. And, **one and a half years** of experience in **Medical Transcription and Proofreading.**

Educational Qualification

Master of Science (MS) **(M.Sc., Biotechnology) - 2005**
Women's Christian College, Madras University, India

Skill Set:

Microsoft Applications	: Word, Excel, PowerPoint, Outlook Visio, ACCESS Database
Adobe Applications	: Acrobat, Framemaker, Photoshop
Style Guides	: Chicago Manual of Style, Microsoft Manual of Style
Clinical Applications	: EPIC, APEX

Work Experience

1. Organization ***: University Of California San Francisco (UCSF)***
Period : February 2017 - Present
Designation : Clinical Research Coordinator
Project : THE MASALA STUDY (Mediators of Atherosclerosis in South Asians Living in America)

Job responsibilities:

1. Identify and Screen the candidates who would be eligible to participate in the study.
2. Recruit participants;, which includes phone-based recruitment, mailing out informational letters using the study protocols.
3. Schedule participants for clinic visits at the ZSFG Clinical Research Center (CRS) and the Parnassus CRS and the CT scan appointments.
4. Maintain and update the participant database and the scheduling calendar
5. Prepare study binders, participant charts, regulatory documents
6. Participate in study team meetings and drafts meeting minutes and agendas
7. Conduct the Clinical Visits: Which includes
    - Explain the study protocols to the participant or the clinic staff and ensure that they are following the correct procedure.
    - Ensure appropriate description and completion of informed consent forms
    - Perform clinical measurements as per study protocol
    - Fill out questionnaires
    - Monitor the conduct of the fasting blood draw and glucose tolerance test procedure by the Clinical Research Center nurse.
    - Take participants for the CT scan procedure and monitor the conduct of the cardiac CT

8. Prepare mailings for the participants with their study visit results including lab results and coronary artery calcium score results.
9. Fax or scan the data forms to Coordinating Center, and scan the consent forms to the secure data server.
10. Upload the digital images from the CT scan for the reading center.
11. Resolve all data queries for the submitted forms.

Additional Responsibilities:

- Work with the lab staff to ensure the procedures are followed, specimens are properly stored, and ensure correct shipping and labeling measures.
- Conduct reviews of medical charts and electronic records to extract medical information and other data for use in studies
- Use sound judgment in maintaining patient confidentiality when communicating with agencies, healthcare providers, other studies, and outside departments.
- Assist participants plan their study travel often involving public transportation and accompany them if need be.
- Help the participant feel comfortable during the duration of the clinical visit, answering questions as appropriate
- Exhibit good time management skills when juggling between several clinical procedures that need to be performed within a limited time.
- Train the interns and other clinical staff to administer study protocols in a consistent manner.

2. Organization **: *University Of California San Francisco (UCSF)***
Period : June 15th 2016 - Present
Designation : Assistant Clinical Research Coordinator
Project : THE MASALA STUDY (Mediators of Atherosclerosis in South Asians Living in America)

Job responsibilities:

1. Identify and Screen the candidates who would be eligible to participate in the study.
2. Recruit participants; which include phone-based recruitment, mailing out informational letters using the study protocols.
3. Schedule participants for clinic visits at the ZSFG Clinical Research Center (CRS) and the Parnassus CRS and the CT scan appointments.
4. Maintain and update the participant database and the scheduling calendar
5. Prepare study binders, participant charts, regulatory documents
6. Participate in study team meetings and drafts meeting minutes and agendas
7. Conduct the Clinical Visits: Which includes
    i. Explain the study protocols to the participant or the clinic staff and ensure that they are following the correct procedure.
    ii. Ensure appropriate description and completion of informed consent forms
    iii. Perform clinical measurements as per study protocol
    iv. Fill out questionnaires
    v. Monitor the conduct of the fasting blood draw and glucose tolerance test procedure by the Clinical Research Center nurse.
    vi. Take participants for the CT scan procedure and monitor the conduct of the cardiac CT scan procedure.

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2. Organization : University Of California San Francisco(UCSF)

Period : April 15th 2016- June 14th 2016
Designation : Intern Clinical Research Coordinator
Project : THE MASALA STUDY (Mediators of Atherosclerosis in South Asians Living in America)

Job responsibilities:

1. Assist the Study Coordinator with recruiting participants, by mailing out informational letters using the study protocols.
2. Help the Scheduled participants to fill out the Questionnaires.
3. Assist the Study Coordinator in preparing the study binders, participant charts, and regulatory documents.
4. Observe the Study Coordinator conduct the Clinical Visits.
5. Monitor the conduct of the fasting blood draw and glucose tolerance test procedure by the Clinical Research Center nurse.
6. Take the participants for the CT scan procedure and monitor the conduct of the cardiac CT scan procedure
7. Provide Breakfast/Lunch for the participants after the visit is done.
8. Prepare mails to be sent for the participants with their study visit results including lab results and coronary artery calcium score results.
9. Fill out the Lab results in the Participant Charts.
   Perform Administrative work: Print out and make copies of Consent forms and Charts, File and Arrange patient charts after the visit.

3. Organization : KeelWorks Foundation

Period : October 1st - 2011 – June 2014
Designation : Instructional Designer (Intern - Volunteer)

About KeelWorks Foundation:
KeelWorks Foundation is a voluntary organization. KeelWorks was formed in the state of Washington (USA) on the 21st of December, 2008. The primary KeelWorks mission is to change learning outcomes for the economically disadvantaged. The Foundation Mission is to support a better world with better citizens by fostering learning competence, emotional intelligence, and networked intelligence. KeelWorks especially wishes to bring greater participation to the economically disadvantaged across the globe.

Job responsibilities:

1 Design and develop training curriculum to develop accurate learning objectives, create and utilize knowledge assessments following technical guidelines.

2 Write proper content without any grammatical errors

3 Review and proof read the content to filter out the errors

4 Visualize graphics, and coordinate with graphic designers and software engineers to develop course components.

5 Review the content, by conducting developmental tests to ensure design fulfills the needs of the learners

6 Review the content for technical feasibility, especially with site functionality.

Work independently in a team with a strong analytical knowledge

4. Organization : DuPont Sustainable Solutions (Coastal Training Technologies)

Period : September 14, 2005 – June 4th 2010
Designation : Senior Instructional Designer/ Technical Writer
Location : Chennai, India

About DuPont Sustainable Solutions:
DuPont Sustainable Solutions is one of the world's leading training product publishers and has been providing premium-training resources to organizations around the world since 1984. Format choices from traditional to state-of-the-art: Videotape, handbooks, posters, leader guides, Interactive CD-ROM, DVD, web-based elearning, digital video files. Delivery choices from 'offline' to 'online' Stand-alone, go-anywhere CD-ROM and

Job responsibilities:

1. Design and develop training curriculum using the ADDIE process to deliver a media rich e-learning content, with a strong grammatical content.
2. Utilize design documents, develop accurate learning objectives, create and utilize knowledge assessments
3. Visualize graphics, and coordinate with graphic designers and software engineers to develop course components.
4. Review the content, by conducting developmental tests to ensure design fulfills the needs of the learners
5. Review the content for technical feasibility, especially with site functionality.
6. Work independently in a team with a strong analytical knowledge
7. Communicate design methodology to Learning Services and train them to properly deploy materials
8. Support technical training team in developing elearning in support of product
9. Support team initiatives on improving quality and accuracy

Major Project Profile at DuPont

HealthCare Online Training Course

1. Deliver interactive online healthcare training anywhere, anytime.
    - To protect the safety and health of employees and patients
    - Develop employees' knowledge, skills and abilities through accredited continuing education
    - The Joint Commission, Centers for Disease Control and Prevention, OSHA, HIPAA, and other government training mandates

The Training Topics include:

Healthcare and Hospice training, Ambulatory Training, Back safety/Ergonomics, Blood borne pathogens, HIPAA compliance/PatCon, Infection control, Patient rights, Pain Management, Elder Care, Behavioral Healthcare, Fire Safety, Hand Hygiene, Employee Safety and Customer Service,

5. *Organization* : *IQ Tech Private Limited (AVT Group of Companies)*
Period : 2004 Sept to 2005 Aug
Designation : Transcriptionist/Proofreader
Location : Chennai, India

About IQTech Private Ltd:

IQ Tech Private Limited is a Medical transcription company started in the year 2000 by a dynamic team of transcriptionists. The company has trained and highly skilled manpower and support facilities to handle Medical/Business Transcription services with a satisfied customer base. Provide cost effective and reliable services to clients across the globe by maintaining high quality with guaranteed delivery standards.

Job responsibilities as a Medical Transcriptionist/Proofreader

- Worked with Dictations including a variety of medical reports, such as emergency room visits, diagnostic studies, operations, chart reviews, and final summaries
- Document and type medical reports interpreted by laboratory staff and Pathology department.
- Transcribe medical staff dictation from Radiology department.
- Sit in medical training seminars in order to dictate and transcribe course lectures into documents.
- Proofread documents for spelling and grammar mistakes.
- Make physical copies of records to be filed in secure records room.
- Update patient data in medical system database.
- Submit final daily lab reports to scanning department and file reports in patient records.

Work Authorization: EAD