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| ***Maren Hamby maren.hamby@gmail.com (980)622-2808*** |

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|  | ***Professional Summary***  Multi-talented Project Manager with over 6 years of experience in clinical trials, specifically eCOA work, eCOA translations, systems validation, and data review. Excellent reputation for clear communication, reliable management, skillful problem solving, and effective mentoring. Currently enrolled in a full-stack web development coding bootcamp to further expand my growth opportunities.  ***Work History***  SENIOR MANAGER OF eCOA TRANSLATIONS, VeraSci *Jun 2019 – Aug 2020*   * **Manage and oversee the complete process of translating, localizing, and validating proprietary tools and eCOA products** * Effectively communicate translation needs and timelines with appropriate stakeholders * Correspond with other departments to facilitate translation integration into the eCOA product and resolve any contextual questions * Liaise between development department and linguistics staff regarding product updates and modifications * Plan and lead meetings with the scientific teams to review updates to proprietary tools and to receive input on scientifically relevant linguistic items * Document procedures for internal use and sponsor audits   SENIOR VALIDATION SPECIALIST and TESTING MANAGER OF PROPRIETARY TOOLS, VeraSci  *Nov 2016 – Jun 2019*   * **Manage the planning, development, testing, and translation work for new proprietary electronic applications** * Liaise between multiple departments to balance multiple projects and ensure on-time delivery Work with QA, Technology Development, and other stakeholders to document requirements for existing applications and ensure these requirements are adequately tested prior to release * Mentor and train validation specialists for proper PQ and OQ testing of programs * Work with team members to write, execute, and document the testing for internally built technical systems * Communicate and track issues identified during testing to the appropriate development and stakeholder staff * Present internal proprietary tools at industry conferences   TEST PRINTING MANAGER, VeraSci  *Sep 2014 – Nov 2016*   * **Ensure a high quantity of assessments are received, documented, tracked, and distributed daily and in a timely manner** * Mentor and train new test printers and ensure highest quality of work completed * Manage correspondence, scheduling, and billing for external linguists for incoming assessments   LIBRARY STUDENT ASSISTANT, University of North Carolina at Chapel Hill School of Government  *May 2013 – May 2014*   * **Maintain organization for tens of thousands of publications across multiple library locations** * Work closely with professors and lawyers to ensure they have needed information pertaining to their work * Update all reference materials across collections on a regular basis * Ensure all library materials in the building are clean, neat, and easily found |  |  | ***Skilled in:***   * Project Management * Translation Management * Participative Leadership * Transformational Leadership * Presentations * Quality Assurance * Validation * PQ and OQ Testing 27713, Durham, NC   ***Strengths:***   * High attentiveness to details * Tenacious communication * Methodical organization * Meticulousness in all tasks * Creative problem solving * High efficacy in training and mentoring * Experience in clinical trials   ***Technologies:***   * Visual Studio Code * HTML * JavaScript * jQuery * Microsoft Visual Studios * Confluence * Jira * Trello * eCOA Technology * MS Project, MS Office * SDL Trados  *…continued…*   ***Training/Methodologies:***   * PMP Candidate * Agile Methodologies: Scrum, Kanban * ISO Certifications * SOP Proficiency * 21 CFR Part 11 * GCP   ***Education***  Full-Stack Web-Dev Coding Bootcamp  To be completed: 2020  University of North Carolina at Chapel Hill  Bachelor of Science: Psychology |  |

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