

SUMMARY OF QUALIFICATIONS

Extensively experienced in multiple research projects, data management, and building rapport with study participants and healthcare providers. Adept at organizational and interpersonal skills, as well as FileMaker Pro, SPSS, Microsoft Office, Adobe Photoshop, and Outlook. Fundamental knowledge in HTML/CSS, Bootstrap, JavaScript, JQuery, and SQL.

EMPLOYMENT

May 2011 - Current

RESEARCH DATA ASSISTANT

University of California, San Diego, Department of Pediatrics

- Managed medical record and medical record release form requests by tracking status and communicating with healthcare professionals and study participants while protecting participant confidentiality.
- Abstracted medical records and entered data in FileMaker.
- Presented monthly reports on the progress of consent and medical record collection.
- Organized and distributed mailing of study information to healthcare professionals, national support groups, and study participants. Prepared materials for marketing events.
- Responded to database and data entry request from study sponsors, reviewed and organized documents and data for site visits from study sponsors.
- Reviewed applications and resumes, and interviewed candidates for a new position within the department.
- Assisted in the preparation of events held at The Center for Better Beginnings for guest lecturers and meetings for the division of Dysmorphology in the department of Pediatrics.
- Set up payees and paid invoices for documents received by the means of Payment Authorization through Disbursements.

August 2009 -
April 2011

RESEARCH ASSISTANT

Child & Adolescent Services Research Center

- Issued self-report assessments and conducted structured interviews.
- Prepared cognitive behavioral treatment material for therapists and participants.
- Recruited participants, tracked records, and provided general administrative support.
- Managed database, created variables, entered, and validated data with the SPSS statistical package.

EDUCATION

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| 2021 | FULL STACK DEVELOPER CERTIFICATE
University of California, San Diego Extension |
| 2009 | BACHELOR OF ARTS, PSYCHOLOGY
San Diego State University |

REFERENCES

Available upon request.