

## Susan Lee

Clinical Research Coordinator II  
LEESS@chop.edu

Division of Allergy and Immunology  
Children's Hospital of Philadelphia

Clinical research coordinator with 4 years of experience in study start-up, site initiation, collaboration with external sites, regulatory submissions, and database creation, cleanup, and management.

### Education

Drexel University, Philadelphia, PA  
B.S. in Health Sciences, *cum laude*

Dec 2017

### Research Experience

#### Clinical Research Coordinator II

Aug 2021 – Present

Children's Hospital of Philadelphia, Division of Allergy and Immunology, Philadelphia, PA

PI: Jonathan Spergel, MD, PhD

- Assisted in conduct of multiple NIH-funded Phase II biologic clinical trials, industry-sponsored trials, and investigator-initiated studies in Allergy
- Submitted IRB amendments independently and assisted coworkers and other PIs with IRB submissions
- Collected endoscopy biopsy specimens from the endoscopy suite and shipped biopsy and blood biospecimens following IATA and UN shipping standards
- Independently lead coworkers' study visits and study procedures when they were unavailable
- Assisted with onboarding and mentoring new coworkers (RAs, CRCs, and nurse CRCs)

#### Clinical Research Coordinator

July 2020 – July 2021

University of Pennsylvania, Department of Cardiology, Philadelphia, PA

PI: Han Yuchi, MD, MMSc

- Assisted in conduct of cardiac MRI research studies, including an NIH-funded, investigator-initiated observational study
- Developed CRFs, SOPs, and REDCap projects for study visits, study implementation, and site initiation
- Scheduled and conducted initial and follow-up visits, labs, and procedures with patients
- Created a REDCap project to serve as the study's DMCC
- Processed and stored blood biospecimens for future biobanking
- Collaborated with relying sites to implement study protocol

#### Clinical Research Assistant

Nov 2018 – July 2020

University of Pennsylvania, Bassett Center for BRCA, Philadelphia, PA

PI: Susan Domchek, MD

- Entered patient medical and family history into an oncology genetics registry database
- Abstracted data from medical charts, outside medical records, and pathology reports
- Assisted with database queries to resolve data discrepancies for multiple research protocols
- Performed ad-hoc queries for data cleanup

### Certifications & Software

CITI GCP Training, BLS CPR, EPIC, Penn CTMS, OnCore, REDCap, ERT, iDataFax (DFexplore), iMedidata (RAVE)