

DELPHINE TOWNSEND

Clinical Project Manager

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☎ (123) 456-7890

📍 Baltimore, MD

in [LinkedIn](#)

WORK EXPERIENCE

Clinical Project Manager

University of Maryland Medical System

📅 2020 - current 📍 Baltimore, MD

- Completed 9 trials within timelines and ensured safety and regulatory adherence through Veeva Vault, resulting in FDA approval for 4 drugs
- Maintained a project-to-project cost-saving average of 13% by prioritizing critical trial areas using Medidata Balance
- Managed an 11-member cross-functional team on Microsoft Project, which **resulted in a 27% increase in productivity**
- Enrolled and retained 121+ patients for trials and exceeded the enrolment target by 34%

Clinical Project Coordinator

MedStar Health Research Institute

📅 2017 - 2020 📍 Baltimore, MD

- Implemented IBM Clinical Development data capture system, which resulted in a 41% decrease in data entry errors
- Streamlined project processes on MasterControl, **shrinking start-up time by 36%**
- Conducted regular quality checks and implemented corrective actions to ensure compliance with Good Clinical Practice (GCP) guidelines
- Led a team of 4 clinical associates to implement essential trial documents tracking and sharing system using Montrium ETMF to ensure seamless documentation for every project lifecycle

Clinical Research Associate

Sheppard Pratt Health System

📅 2014 - 2017 📍 Baltimore, MD

- **Accelerated start-up timelines by 28%** through effective team communication and coordination
- Generated visual data for trial outcomes using SAS, which made it possible for non-technical members to make sense of the outcomes
- Improved data management efficiency through Medidata Rave, achieving a 99.4% accuracy rate
- Exceeded enrolment targets by 27% through conducting comprehensive pre-trial education sessions to answer queries and address concerns from potential patients

EDUCATION

Bachelor's of Science

Clinical Research

Johns Hopkins University

📅 2010 - 2014

📍 Baltimore, MD

SKILLS

- Medidata Rave
- Veeva Vault
- Medidata Balance
- Microsoft Project
- SAS
- MasterControl
- Montrium eTMF
- IBM Clinical Development

CERTIFICATIONS

- Certified Clinical Project Manager (CCPM)