

An experienced clinical research coordinator searching for employment in a medical environment that would foster an invaluable experience in leadership, application of clinical skills, and interpersonal communication in a healthcare setting.

EDUCATION:**University of California, Riverside**Bachelor of Science: Biology, *Cum Laude*

Graduated: June 2014

Overall GPA 3.6

Certifications and Skills:

- Fluent in Vietnamese: able to speak colloquially regarding medical information
- Proficient in Microsoft Word, Excel, PowerPoint, Google Doc/Drive/Sheets/Hangout, Dropbox,
- Excellent understanding of technology, scanning, filing, faxing and typing speed: 70 WPM
- Basic Life Support (BLS) Certified, HIPAA certified, and Pre-licensed clinical care certified
- GCP certified for clinical trials with investigational drugs and medical devices, IATA certified
- Finger stick testing and basic universal precautions certified (Department of Public Health)
- Basic HIV test counselor skills certified

PROFESSIONAL EXPERIENCE:**Elevated Health, Huntington Beach CA**

NOV 2020- JAN 2021

Clinical Research Coordinator

- Conduct Gilead sponsored covid-19 clinical trials of the IP: Remdesivir
- Collaborate with CRA to manage and train new CRCs
- Maintained regulatory binders for multiple trials and updated forms and training logs
- Discuss research with prospective study subjects and screened these prospective participants for the study
- Experience with EDCs such as Rave/Medidata, Clintrak, and Covance

Evidation Health, Irvine CA

DEC 2018- MAR 2020

Clinical Research Coordinator

- Involve in all aspects of research studies from protocol review, preparation, study submission to the Institutional Review Board, subject recruitment, accurate data collection, and completion of case report forms, adverse event reporting, scheduled subject follow-up, and maintenance of regulatory binders
- Discuss research study with potential study subjects and administer informed consent and ensure the accurate process of clinical studies from pre-assessment and approval stages through study completion and post-study closure
- Worked with patients from geriatric population with a caseload of 90 participants throughout a 1-year clinical trial
- Provide support, coordination, and leadership for FDA regulated research including class II medical devices studies in cooperation with study physician and other clinical research coordinators.
- Accurate and precise data entry required at end of day to be submitted to study sponsor.

Asian Pacific AIDS Intervention Team, Garden Grove CA

OCT 2015- MAY 2018

HIV Counselor

- Provide rapid finger-prick tests and counseling to the underserved communities living with or at risk for HIV/AIDS and other health disparities through culturally competent and linguistically appropriate programs in Southern California

Council on Aging Health Insurance Counseling and Advocacy Program, Santa Ana CA

OCT 2015- MAR 2018

California Licensed HICAP Counselor

- Offer individualized counseling, community outreach, and public education about Medicare and other related health insurance topics.
- Educate the underserved elderly population about Medicare parts A, B, and D, Medi-Cal, Medigap.

COPE Health Scholars in partnership with UCLA Executive Programs in Health Policy and**Management at St. Joseph Hospital, Orange, CA**

DEC 2015- SEP 2016

Department Coordinator, Oncology

- Manage a group of health scholars on the Oncology floor at St Joseph including recruiting and training new health scholars, implementing oncology floor protocol, and creating a schedule for health scholars.
- Document the process to reflect a comprehensive and integrated approach to patient care
- Provide department-specific training to health scholars in order to shift on the Oncology floor

COPE Health Scholars in partnership with UCLA Executive Programs in Health Policy and**Management at St. Joseph Hospital, Orange, CA**

APR 2015- SEP 2016

Health Scholar

- Experience with working with oncology patients as well as intensive care patients
- Completed intensive training on the U.S. health care system, clinical best practices, and practical hands-on patient care for the oncology, orthopedic surgery, emergency floor, and the definitive step-down unit at St. Joseph Hospital.

The New Face , Fountain Valley, CA <i>Medical Assistant</i>	JUN 2012 – APR 2014
· Worked primarily during the summers to assist Dr. Truong with post-surgery procedure care and transport.	
Riverside Free Clinic , Riverside, CA <i>Hygiene Kits coordinator/Shadowee</i>	SEP 2013 – SEP 2014
· Shadowed UCR medical school students and attending doctors who delivered quality primary care to the underserved community of Riverside in conjunction with the first Baptist church.	
Loma Linda Hospital Emergency Department , Riverside, CA <i>Emergency Department Volunteer</i>	APR 2013-JUN 2014
University of California- Riverside Computing Services , Riverside, CA <i>Lab Consultant</i>	JUN 2012 – SEP 2014
· Provided students with troubleshooting for hardware malfunction, network issues, and other technical problems.	
· Maintained the computer labs and enforced computer lab policy	

REFERENCES

Vi Trinh – Admin Coordinator – (714)-260-5166
 Sama Khaliq – Clinical Research Coordinator- (949) 413-6085
 Darby Osnaya – APAIT Supervisor – (909)-533-1119