

ROBERT SMITH

Certified Clinical Research Coordinator

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SUMMARY

To obtain a position where I can apply my administrative and clinical skills, utilize my interpersonal abilities and challenge myself as a growing professional.

SKILLS

Clinical Research, Time Management, Complex Problem Solving.

WORK EXPERIENCE

Certified Clinical Research Coordinator

ABC Corporation - 2013 – 2014

- Initiated and implemented various sponsored clinical trials.
- Proactively screened, recruited, and conducted the informed consent process for clinical trials and PI-initiated studies.
- Ensured clinical trial preparation, by planning, coordinating, training, and assisting the clinical research team throughout all phases of development.
- Assisted research team in evaluating the standard of care activities vs. non-standard of care activities.
- Assisted in preparing new protocols and completed interim, annual, and final reports for submission to the institutional review board.
- Collected research data in accordance with good clinical practice and institutional policies for PI-initiated studies.
- Prepared for audits, regulatory inspections, sponsor monitoring, closeout visits or other site visits as appropriate.

Certified Clinical Research Coordinator

Delta Corporation - 2019 – 2020

- Responsible for recruiting, screening, and enrolling subjects into clinical trials.
- Obtained Informed Consent from eligible study candidates.
- Monitored patients progress to include documentation and reporting of adverse events.
- Ensured compliance regarding the dispensing of study medications.
- Conducted/ implemented clinical protocols from pre-study planning through completion of all patient visits with minimal supervision, regulatory/IRB.
- Coordinated and executed Phase I-IV trials.
- Maintained proper documentation according to FDA guidelines and study protocol.

SCHOLASTICS

- Bachelors in Major: Psychology Minor: Biology - (Florida International University - Miami, FL)