

Robert Smith

Clinical Research Specialist

PERSONAL STATEMENT

Seeks to secure a position where previous experience and education will enhance in a career-oriented position. Organized problem solver who creates solutions. Maintains a flexible schedule and responds quickly to emergency service calls.

WORK EXPERIENCE

Clinical Research Specialist

ABC Corporation - October 2005 - January 2006

Responsibilities:

- Responsible for the resourcing, supervision, and evaluation of regional Clinical Research Associates (CRA).
- Worked closely with the management team to ensure adequate staffing.
- Reviewed and approved 80 timesheets for all Clinical Research monitoring staff.
- Interviewed potential new employees.
- Assisted with training and orientation of new employees.
- Managed studies in association with the lead CRA to ensure all project expectations and milestones are met.
- Worked with all departments to improve and streamline SOPs and Work Instructions to ensure adherence to GCP.

Clinical Research Specialist

Delta Corporation - 2000 - 2005

Responsibilities:

- Coordination of PK, Animal, and Phase 1-4 Dermatology Clinical Trials.
- Protocol Design, completion of final study reports, FDA submissions.
- Regional since 03/1996) Lead CRA for a 14 site Phase IV study with 5 CRAs and a one site Phase I/II study with 1 CRA (Diabetes Care Division.) and a.
- Managed a CRO and 4 temporary employees for the shut-down of a 1,000 site study.
- Departments of Pathology and Epidemiology and Public Health Review and prepare manuscripts for publication in scientific journals Supervise day-to-.
- Protocol development Creation of support trial documentation such as ICF, IBs, CRFs, etc.
- FDA pre-submission Trial development with sponsor IRB submission.

Education

BS in Health Administration - (Incomplete) - (Century University)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Phase 1- 4 Clinical Trial Management, Microsoft Office, Microsoft Project.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)