OLIVIA SMITH

Clinical Trials Manager





PROFESSIONAL SUMMARY

Accomplished Clinical Trials Manager with 5 years of expertise in leading and overseeing clinical research initiatives across multiple therapeutic areas. Proven ability to drive compliance with regulatory standards while managing budgets, timelines, and team performance. Adept at fostering collaboration between stakeholders to ensure successful trial execution and data integrity.

WORK EXPERIENCE

Clinical Trials Manager

Pineapple Enterprises

🛗 Jan / 2021-Ongoing

- 📮 Santa Monica, CA
- 1. Engaged with investigators, sponsors, and regulatory bodies to facilitate smooth trial operations.
- 2. Recruited and trained clinical trial coordinators, ensuring high standards of performance.
- 3. Oversaw regulatory submissions and compliance with Good Clinical Practice (GCP) guidelines.
- 4. Collaborated with stakeholders to develop and manage comprehensive study budgets and timelines.
- 5. Monitored data entry and reporting processes to ensure adherence to regulatory and safety standards.
- 6. Maintained active communication with study sites to ensure optimal patient recruitment and retention.
- 7. Conducted regular audits to assess quality assurance processes for ongoing studies.

Clinical Trials Manager

Silver Lake Enterprises

m Jan / 2020-Jan / 2021

📮 Seattle, WA

- 1. Developed clinical protocols and informed consent forms in alignment with regulatory requirements.
- 2. Monitored the progress of Phase III and IV clinical trials, ensuring compliance with study protocols.
- 3. Approved new site participation and principal investigator selections based on performance metrics.
- 4. Managed procurement and administrative processes for both industry-sponsored and federally funded projects.
- 5. Utilized Clinical Trials Management Systems (CTMS) for efficient data tracking and reporting.
- 6. Supervised all aspects of urology clinical trials, focusing on budget development and negotiation.

EDUCATION

Master of Science in Clinical Research

m Jan / 2019-Jan / 2020

University of Southern California

Denver, CO

Focused on clinical trial methodologies, regulatory affairs, and data management.

SKILLS



ACHIEVEMENTS

Successfully led multiple Phase III clinical trials, achieving patient recruitment goals ahead of schedule.

ightharpoonup Implemented a new data management system that reduced data entry errors by 25%.

Streamlined regulatory submission processes, cutting approval times by 15%.