

# ROBERT SMITH

## Medical Writer

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### SUMMARY

A dedicated professional who combines strong medical writing expertise and analytical skills to create, edit, and coordinate the production of clinical and scientific documents. Experience in developing a variety of documents including clinical study protocols and amendments.

### SKILLS

Clinical Trials Operations, Analysis, and Medical Writing.

### WORK EXPERIENCE

#### Medical Writer

ABC Corporation - 2013 – 2015

- Provided clients with medical writing, reviewing, and editing services.
- Developed documents (eg, style guides, work-practice documents, quality control checklists, and templates) that support infrastructure.
- Built rapport with clients over time through demonstration of subject matter knowledge partners with manager and Account team to provide the client with a united, organized, professional, pleasant experience on teleconferences and in-person.
- Reviewed written materials produced by team members on assigned accounts, coaching, and mentoring staff, as appropriate.
- Ensured consistent high quality of all writing projects on allocated accounts, ensuring that relevant activities are fully compliant with required guidelines and meet the needs and objectives of the client, target audience, and communication medium.
- Ensured team outputs are delivered on time and within budget, monitoring time spent, and keeping relevant parties aware of the status of project activities.
- Advised and consulted with internal and external stakeholders on areas of expertise.

#### Medical Writer

Delta Corporation - 2017 – 2020

- Wrote about the pharmaceutical industry, medical technology, and business for a subscription newsletter called Medical Industry Today.
- Responsible for researching medical literature, interviewing medical professionals, and writing articles to educate the general population on mental.
- Guest writing includes Psychology Today, Addiction Hope, and Hooked Sober.
- Wrote instructional/promotional materials for the medical industry.
- Responsible for writing and reviewing Phase 1 protocols.
- Served as a primary technical contact with the client; coordinate document development process with teams of medical, statistical, clinical, regulatory, and management personnel.
- Served as Subject Matter Expert (SME) in publishing documents per ICH eCTD specifications.

## SCHOLASTICS

- MS in Communications