

Robert Smith

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Medical Writer

SUMMARY

Highly motivated and dedicated team player looking to grow professionally and personally through opportunities afforded by being part of an industry-leading organization.

SKILLS

Medical Writing Skills, Technical Skills, Communication Skills.

WORK EXPERIENCE

Medical Writer

ABC Corporation - 2007 - 2008

- Provided input into publication plans and work to ensure timely achievement of milestones.
- Developed slide decks and digital content to support publications and medical affairs activities.
- Supported the preparation of, and participate in, client meetings and teleconferences
- Followed internal and client-driven processes and procedures to deliver projects to agreed specifications and deadlines
- Continually communicated project status to internal stakeholders through various formal and informal mechanisms
- Attended kickoff, status, and other job-related meetings
- Incorporated client changes and work with the team to address medical-legal review feedback

Medical Writer

Delta Corporation - 2007 - 2012

- Prepared more than half of the clinical site and photobiology ICH compliant protocols and reports for drug and device studies.
- Compiled and created pdf documents for digital NDA submissions.
- Interacted with sponsor companies to discuss protocol and final report preparation and delivery.
- Medical Communications Assistant Prepared test protocols and wrote product reports
- Created presentation documents and materials Created company bi-monthly newsletter Professional.
- Created and reviewed Regulatory and Specification Documentation for Active Pharmaceutical Ingredients, New Drug.
- Developed a data-sheet in SharePoint for the team to track deliverables.

EDUCATION

GED