ROBERT SMITH

Lead Regulatory Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Looking for a job with a fast paced company with many chances to advance. Ability Summary Ability to listen effectively and redirect customers and clients to ensure positive outcomes.

CORE COMPETENCIES

Strong computer skills and exposure to Microsoft Word, Data Entry.

PROFESSIONAL EXPERIENCE

Lead Regulatory Specialist

ABC Corporation - December 2004 – October 2005

Key Deliverables:

- Greeted and assisted potential practitioners beginning the process to apply for a professional medical license.
- Maintained a working knowledge of both PRAES and COMPAS data base.
- Provided detailed research to answer inquires from persons seeking profiling and licensure data information for licenses within Florida.
- Maintained working knowledge of department and board rules practiced and exercised independent judgment in dealing with practitioners.
- Provided information and technical support to practitioners seeking access to the on line data base to renew license.
- Informed practitioners of deficiencies of renewal information, Assisted persons seeking profiling or unlicensed activity data.
- Researched the concerns or problems of practitioner profiles and exercised considerable independent judgment.

Regulatory Specialist

ABC Corporation - 2000 – 2004

Key Deliverables:

- Requested and reviewed regulatory documentation from domestic and international sites participating in oncology clinical trials sponsored by the National Cancer Institute.
- Ensured site regulatory and protocol compliance.
- Responsible for contacting sites regarding incorrect or missing documentation.
- Managed the Cancer Therapy Evaluation Program database of protocol and site level regulatory requirements.
- Served as a point of contact for participating sites by providing guidance on regulatory compliance and enrollment issues.
- Facilitated communication between Site Personnel, Investigators, IRBs, the NCI, Cooperative Groups, and Pharmaceutical Sponsors..

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor's in Psychology - 2014(Capella University - MN)

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