



WILLIAM PEREZ

Research Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles www.qwikresume.com

PROFESSIONAL SUMMARY

Research Coordinator with 7 years of experience in clinical trial management, regulatory compliance, and data analysis. Expertise in stakeholder collaboration and project execution, driving successful research outcomes. Proven track record in developing protocols and optimizing study processes, enhancing participant engagement, and ensuring adherence to best practices.

WORK EXPERIENCE

Research Coordinator Feb / 2020-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Coordinated research projects from inception to completion, ensuring adherence to timelines and budgets.
- 2. Managed participant recruitment, screening, and enrollment for clinical trials and studies.
- 3. Collaborate with the Principal Investigator to develop and maintain comprehensive databases related to research protocols, addressing obstacles to implementation.
- 4. Prepare and submit IRB documents, ensuring adherence to regulatory agency requirements.
- 5. Evaluate and write research protocols in collaboration with investigators, ensuring clarity and effectiveness.
- 6. Organize outreach activities and act as a liaison with community organizations to enhance study visibility.
- 7. Coordinate internal and external meetings, monitor study-related budgets, and ensure timely execution of program components.

Research Coordinator Feb / 2018-Feb / 2020
Crescent Moon Design Portland, OR

- 1. Maintain comprehensive records of study activities, including case report forms and regulatory compliance documents.
- 2. Oversee subject enrollment processes, ensuring informed consent is obtained and documented accurately.
- 3. Monitor study activities to ensure compliance with protocols and all relevant regulations.
- 4. Utilize patient databases effectively, employing Excel and MS tools for data management.
- 5. Schedule tests and coordinate necessary protocol requirements with healthcare providers.
- 6. Collaborate closely with physicians and patients for treatment and follow-up processes.

EDUCATION

Master of Public Health Feb / 2016-Feb / 2018
University of California, Berkeley Phoenix, AZ

Focused on epidemiology and biostatistics, equipping students with skills to design and implement research studies.

SKILLS

Risk Assessment ●●●●●●●○●○●○

Training And Mentoring ●●●●●●●●○●○

Field Research ●●●●●●●●●○

Multitasking ●●●●●●●○●○●○

Attention To Detail ●●●●●●●●○●○

INTERESTS

Gaming Fashion

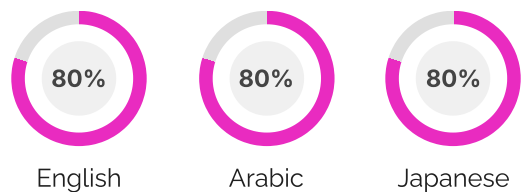
Film Technology

STRENGTHS

Fairness Flexibility

Forward-thinking Gratitude

LANGUAGES



ACHIEVEMENTS

- Streamlined data collection processes, reducing data entry time by 30%.
- Successfully increased participant retention rates by 25% through targeted outreach initiatives.
- Coordinated over 10 clinical trials, ensuring compliance with IRB and regulatory standards.