
Clinical Operations Manager Resume

Job Objective

Experienced Clinical Operations Manager seeks a new career path where I can put my experience to use for the benefit of the company.

Highlights of Qualifications:

- Certification CPR
 - Admirable experience in six sigma green belt and manage clinical processes
 - Deep knowledge of pharmaceutical procedures
 - Huge knowledge of nursing laws and regulations
 - Ability to work in team efficiently
 - Ability to maintain competency in clinical work
 - Ability to resolve all issues
 - Ability to multitask and prioritize work
 - Ability to maintain GCP guidelines
 - Solid understanding of clinical trials
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Professional Experience:

Clinical Operations Manager
Bartech Group, Southfield, MI
October 2008 – Present

- Administered clinical operations and prepared staff schedule.
- Documented all performance evaluation and budget reports.
- Provided support and ensured optimal quality of patient care services.
- Prepared staffing plans and assisted in recruitment and hire of staff.
- Determined all performance objectives and provided training.
- Analyzed procedures and prepared various quality improvement strategies.
- Coordinated with physician managers and monitored patient care.

Clinical Operations Supervisor
Synarc, Inc., Southfield, MI
August 2003 – September 2008

- Trained operation staff and ensured compliance to all SOPs.
- Designed client proposals and participated in associated meetings.
- Develop strategies for efficient data collection.
- Prepared department operational budgets for clinical activities.
- Analyzed data and recommended appropriate timing and logistics.
- Assist to recruit staff for operation services.

Clinical Operations Specialist
Alkermes, Inc., Southfield, MI
May 1998 – July 2003

- Coordinated with clinical program manger and implemented clinical study.
 - Developed and maintained budgets and financial reports.
 - Prepared clinical study development documents and analyzed it.
 - Performed user acceptance tests on various databases on system.
 - Provided support to collect receipts of all ancillary data.
 - Developed SOP and provided training to various departmental activities.
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Education:

Bachelor's Degree in Health Care Administration
Claremont Graduate University, Claremont, CA

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