
CLINICAL RESEARCH ASSISTANT RESUME

Objective:

To obtain the position as Clinical Research Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

Summary of Skills:

- Certified Clinical Research Assistant with experience in collecting data from initial patient contact through course of therapy
- In -depth knowledge of the clinical research process
- Excellent ability to perform all clerical, secretarial, and data management functions for the clinical department
- A great deal of experience working with individuals with trauma and substance abuse
- Uncommon ability to function independently in a clinical research setting
- Proficient with organizational and interpersonal skills
- Solid understanding of communicating with patients
- Skilled in Computer, including word processing, spreadsheet, database and statistical applications

Work Experience:

Clinical Research Assistant, August 2005 to till date
Research Institute, Boxboro, MA

- Collected patient data from initial patient contact through course of therapy, rehabilitation, and long -term care.
- Assisted in entering all pertinent data in computer system in a timely manner as was outlined by department guidelines.
- Generated custom reports to review patient progress used for research and marketing purposes.
- Maintained patient data files in an organized manner for easy retrieval and review.
- Reported data to company Clinical Research network and applicable accrediting agencies.
- Assisted with scheduling consultations, diagnostic tests and procedures.
- Prepared patient records for audits for regulatory, accrediting and research organizations.

Clinical Research Assistant, May 2000 to July 2005
Joslin Diabetes Center, Boxboro, MA

- Provided general administrative support to the Clinical Department and other departments as was needed.
- Assisted the Clinical Data Coordinators with data verification, entry and reports as was needed.
- Assisted with clinical document logging, filing and copying.
- Aided in identifying and qualifying volunteers for BAT PET and CT studies.
- Accomplished, communicated and consented clinical research subjects.
- Prepared and maintained IRB applications, amendments and records, and interfaced with the BIDMC IRB.

Education:

Bachelor's degree in psychology , Duke University, Durham, NC

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