
Clinical Trial Manager Resume

Job Objective

Seeking work as Clinical Trial Manager with company to advance my skills and career in this field.

Highlights of Qualifications:

- Experience in contract negotiation and clinical trials for biotech environment
 - Operational knowledge of database
 - Exceptional knowledge of GCP requirements
 - Ability to analyze data and prepare summaries
 - Ability to maintain confidentiality of information
 - Excellent communication and interpersonal skills
 - Skilled to resolve all issues
 - Proficient in managing multiple projects
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Professional Experience:

Clinical Trial Manager
Synteract Inc., Toledo, OH
October 2008 – Present

- Planned budget and resources for clinical study programs.
- Administered clinical operational plan and incorporate scientific plans.
- Designed study documents and determined appropriate protocols.
- Ensure compliance to all manufacturing regulations and guidelines.
- Supervised efficient working of clinical and operational staff.
- Prepared clinical budget and designed clinical trials.
- Developed business strategies and designed study plans.
- Reviewed personnel performance for all operations.

Clinical Trial Specialist
Ockham Development Group Inc, Toledo, OH
August 2003 – September 2008

- Coordinated with sponsor and site for contract negotiation.
- Evaluated required site regulatory documents.
- Managed regular tracking of projects in compliance with timeframe.
- Participated in operations meetings and provided training.
- Maintained knowledge on all ICH guidelines and clinical practices.

Clinical Trial Assistant
Sunrise Systems Inc, Toledo, OH
May 1998 – July 2003

- Performed various study associated meetings.
 - Prepared required presentations and study protocols.
 - Managed study materials and assisted in shipment.
 - Maintained record of all invoices and payments.
 - Facilitated required documents for clinical trials.
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Education:

Bachelor's Degree in Healthcare Administration
El Camino College, Torrance, CA

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