
IRB Administrator Resume

Job Objective

Hard working, dependable IRB Administrator seeking position within a growing or strong organization today.

Highlights of Qualifications:

- Remarkable experience working with Institutional Review Boards
 - Huge knowledge of Microsoft Office and People Soft
 - Deep knowledge of management and administrative principles
 - Familiarity with federal, state and local regulations
 - Amazing ability to work with committees
 - Outstanding ability to interpret general business periodicals
 - Superior communication skills
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Professional Experience:

IRB Administrator
Copernicus Group IRB, Woodbine, NJ
November 2007 – Present

- Assessed IRB protocols and research projects.
- Managed periodic IRB full committee meetings.
- Carried out training tests and training presentations.
- Handled IRB monitoring of research protocol projects.
- Formulated IRB Policy and guidance documents.
- Coordinated with academic, research and administrative departments.
- Outlined federal reports and outlined documents for website.

IRB Administrator
Aerotek Scientific, Woodbine, NJ
December 2003 – October 2007

- Imparted training and aided development of IRB Meeting Specialists.
 - Managed IRB meetings and solved issues.
 - Coordinated about concerns raised in IRB meeting.
 - Participated in IRB meeting and edited quality checks.
 - Handled audit requirements and imparted suggestions for process improvement.
 - Assisted project teams on special issues.
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Education:

Bachelor's Degree in Public Administration
Cleveland State University, Cleveland, OH

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