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## IRB Administrator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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