CARTER GIBSON

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OBJECTIVE

Seeking a full-time Clinical Research Coordinator-CN2 position at the Massachusetts General Hospital (GHC). Strongly interested in conducting research in an ethical and safe manner.

HIGHLIGHTS OF QUALIFICATIONS

- Planning and implementing the clinical study goals and objectives.
- Facilitate patient/subject enrollment. Screening, scheduling and recruiting.
- Obtain, organize and track clinical research data. Creation of source documentation and completion of Case Report Forms
- Perform informed consenting process
- Conduct study assessments and collect specimens. Phlebotomy and Lab processing
- Drug accountability/storage
- Query resolution
- Coordinate with investigational pharmacy.
- Maintain regulatory documentation
- Archiving study documentation and correspondence
- Assisting grant preparations/ submission, final reports and manuscripts for publication.
- IND submissions for investigator initiated studies (IITs)
- Liaison between the sponsor, IRB and the investigators
- Provide guidance regarding regulatory issues.
- Preparation and submission of studies to IRBs
- Attending investigator meetings.
- Procure clinical trials
- Facilitating site selection and site initiation visits
- Over 5 years of experience in establishing a validation and Q/A process for data integrity and security
- Hands on experience in maintaining and pre-processing data for analysis & interpretation
- Comprehensive knowledge of ensuring proper storage, linkage and cleaning of collected health data
- Professional approach in supporting data verification
- Highly skilled in conducting large mailings
- Track record of maintaining clinical study subject information including survey data
- Well acquainted with assisting program designs and maintenance of survey instruments alongside research consultants
- Complete understanding of administering surveys to study participants as directed
- Skilled in contributing in the development of new surveys and strategies for various programs
- Expert in securely maintaining e-mail addresses for study subjects and use them to send updates

OTHER SKILLS

- Self-confident and rational
- Working knowledge of Microsoft Office Package (MS Excel, MS Word, Power Point)
- Fluent in English and good command over Russian
- EDC platforms – RAVE, REDCAP, InForm, PPD, Trialmaster
- IWRS systems – Bracket, Suvoda, ClinPhone, S-Clinica
- Phlebotomy
- EKG
- Collection of Vital Signs
- HIPAA
- GCP/ICH

KEY ACCOMPLISHMENTS

- Monitored the research so that it follows proper clinical practices
- Proved periodic documentation of the informed consent process for each study subject accurately
- Developed programming of online data collection, surveys and feedback protocol

- Evaluated methods for planning successfully at UMC

EDUCATION
State University of Sciences – Streamwood, IL
2006 Bachelor of Science in Biology-Honor's Program, GPA 3.59

CERTIFICATIONS
- Cardio-Pulmonary Resuscitation (CPR) |2007
- Dual Energy X-ray Absorptiometry (DEXA) |2007
- Clinical Research Professional (CCRP)
- Regulatory Affairs Certification (RAC)
- IATA Shipping – Certified
- American Safety and Health Institute – Basic Life Support – Certified
- Good Clinical Practices

PROFESSIONAL EXPERIENCE
06/2007— 07/2012
Union Memorial Clinic – Charlottesville, VA Clinical Research Coordinator
- Provided oversight and management for DoD human research studies
- Delivered results to stakeholders
- Provided comprehensive planning, direction and leadership to the staff members
- Saw that all the adverse experiences are correctly reported and documented
- Checked the completeness and accuracy of the case reports
- Managed and coordinated proposal and contract needs to meet the department's goals