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## Clinical Trial Manager Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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