

# 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

- 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

## 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

## 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