

Work Experience

- Sep 01, 2000 - **Hidden** - Austin, Texas
 Jul 01, 2008 - Associate Director, Data Management
 Managed data management operation in Austin, TX.
 Provided regular financial reporting and operational guidance. Developed project costing and written proposal of services. Prepared business development presentations and delivered face-to-face presentation of capabilities.
 Hired and evaluated personnel.
 Developed, mentored and trained staff of standard operating procedures, working practices and other industry related rules and regulations.
 Key client account management
 Manage customer relationships issues as appropriate
 Lead multiple national and international clinical data management projects providing leadership to project team
 Reporting of project status to team, client and management. Authored and executed project specific data management plans including underlying sub plans for internal and external data activities.
 Design of both paper and electronic case report forms
 Testing of database applications,
 Composition and testing of protocol specific edit check plans
 Management of query resolution
 Development and maintenance of external vendor data plans
 Medical coding utilizing WHODRL and MedDRA.
- Oct 11, 1993 - **Hidden** - Austin, Texas
 Aug 31, 2000 - VP, Data Services
 Responsible for direction, growth and profitability of data management services
 Oversee overall compliance with client contractual responsibilities and services
 Develop and manage budgets for all Data Management projects Allocate staff to projects to ensure timely completion within the budget
 Ensure satisfaction of time line and cost parameters
 Oversee personnel administration including performance, training, career development, recruiting, discipline, sponsor liaison, and customer service
 Ensure compliance with SOPS and contracts
 Identify infrastructure needs to meet corporate business objectives.
 Represent Data Management department to clients
 Assist in the continual development of Patient Recruitment Technique.
 Responsible for staff recruitment and overall department budget
- Mar 01, 1991 - **Hidden** - Austin, Texas
 Jul 30, 1993 - Office manager
 Maintenance of Corporate Documents
 Maintenance of in-house clinical study binder documentation for clinical trials
 Development of telephone patient recruitment technique
 Managed data entry of clinical data in SAS
 Interacted with clients in addition to supervision of administrative personnel
 Managed and processed payroll for 100 employees, supervised proper documentation of employee records
- Oct 14, 1987 - **Hidden** - Austin, Texas
 Feb 11, 1991 - Executive Assistant
 Tracked study enrollment for all studies and reported to clients weekly.
 Maintenance of in-house clinical study binder documentation for clinical trials.
 Maintenance of Corporate Documents
 Managed data entry of clinical data in SAS.
 Interacted with clients in addition to supervision of Administration Personnel.
 Institutional Review Board secretary for in-house IRB

1984 – 1987 **Hidden** – Austin, Texas
Executive Assistant

1981 – 1984 **Hidden** – Austin, Texas
Executive Assistant

1979 – 1981 **Hidden** – Austin, Texas
Receptionist/Secretary

1977 – 1979 **Methodist Hospital** – San Antonio, Texas
Records Clerk, Radiology

Education

San Antonio Community College - San Antonio, Texas
Education Level: 1 year college, technical or vocational school
Major: Business Administration

Training

Data Management Occupational Experience, 15 years
21CFR Part 11
FDA Guidance for Industry
HIPPA
Project Management
Effective Communication
Stress Management
Data Management, PERI
SAS BASE, FSP 6.06 Programming
SAS BASE, FSP 6.08, Data Entry and Screen Design

Computer Skills

- Oracle Clinical
- InForm 4.5 EDC
- TrialLink, EDC
- SAS
- Lotus Notes
- PowerPoint
- MS Excel
- MS Project
- MS Word
- Typing speed, 75wpm

Language Skills

English - Excellent (Read Write Speak)

References

Provided upon request