

Emily Cabrera

Clinical Research Coordinator III

📞 413-555-2681 ✉️ emily.cabrera@example.com

🌐 linkedin.com/example/emilycabrera 📍 Springfield, MA 01108

STRENGTHS

- 🗣️ **Participant communication**
Standardized interviews felt more personal after careful preparation, helping participants share complete information with confidence.
- ✅ **Data quality control**
Routine spreadsheet checks caught missing fields early, giving investigators cleaner records and smoother review discussions.
- 🧪 **Biorepository support**
Sample retrieval required patience and precision, and reliable freezer documentation kept each request traceable.
- ♥️ **Regulatory coordination**
IRB preparation became a steady workflow, with clear records that helped teams respond to review needs.
- 👥 **Cross site teamwork**
Medical offices and laboratories often needed different follow up, so practical communication kept study tasks moving.

SKILLS

Clinical Research

Human Subject Research

Longitudinal Cohort Studies

Epidemiology

Ophthalmic Research

Macular Degeneration

Study Databases Data Entry

Data Quality Control

IRB Submissions

Good Clinical Practice

Ocular Imaging

SUMMARY

Clinical research coordinator with five years of experience supporting human subject observational and longitudinal studies in ophthalmic and **epidemiologic research**. Coordinates participant communication, standardized interviews, questionnaires, **computerized study databases**, ocular imaging, biospecimen workflows, and regulatory documentation under investigator oversight. Maintains accurate records through Excel tracking, database quality control, protocol review, and consistent application of **Good Clinical Practice** and **human subject protection** requirements. Supports biorepository operations through sample retrieval, freezer documentation, blood shipment coordination, centrifugation backup, and chain of custody review. Communicates clearly with participants, medical offices, laboratories, and study sites. Brings practical judgment, careful organization, and analytical focus to large datasets, study manuals, IRB submissions, literature reviews, and multi year cohort operations.

EXPERIENCE

Clinical Research Coordinator II

New England Vision Research Center 📅 June 2023 - Present 📍 Boston, Massachusetts

Coordinates longitudinal ophthalmic research involving participant follow up, ocular imaging, biospecimens, medical office communication, structured data collection, computerized databases, and regulatory records under investigator oversight. Supports cohort operations and biorepository workflows while applying GCP and human subject protection practices.

- Coordinated ophthalmic cohort follow up using standardized **interviews** and **questionnaires** for complete participant records.
- Maintained **study databases** and Excel trackers, resolving missing fields through routine **quality control checks**.
- Verified **ocular imaging** identifiers, labeled files consistently, and uploaded complete image sets to study databases.
- Prepared IRB continuing review materials and amendments, keeping regulatory records aligned with approved protocols.
- Retrieved and audited biorepository samples, documenting tissue locations and freezer records in computerized systems.
- Arranged **laboratory procedures** and blood shipments, confirming labels, documentation, and chain of custody details.
- Provided trained centrifugation backup during biospecimen processing and supported freezer alarm response procedures

Clinical Research Coordinator

Bay State Clinical Epidemiology Group 📅 July 2021 - May 2023 📍 Cambridge, Massachusetts

Coordinated participant facing activities for observational health studies, including scheduled contacts, records requests, standardized data collection, clinical office communication, biospecimen logistics, study documentation, and evidence review. Translated protocol clarifications into consistent workflows for investigators and coordinators.

- Managed scheduled participant contacts, records requests, and standardized data collection for observational studies.
- Entered and reconciled questionnaire, laboratory, and clinical information within computerized research databases.
- Built **Excel** trackers for participant status, specimens, outstanding records, and study milestones.
- Updated **study manuals** after protocol clarifications, supporting consistent coordinator practices across active workflows.
- Organized biospecimen appointments and outbound **shipments**, checking labels, documentation, and chain of custody.

Biorepository Operations

Participant Interviews

Literature Reviews

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Clinical Research
Coordinator II at New England
Vision Research Center (3.3
Years)

● Clinical Research
Coordinator at Bay State Clinical
Epidemiology Group (1.8 Years)

- Completed literature searches and concise evidence summaries for epidemiologic study discussions and method decisions

PROJECTS

Longitudinal Ophthalmic Cohort Operations 📅 2026

Supported a multi year observational cohort focused on ophthalmic disease progression, participant follow up, ocular imaging, biospecimen coordination, database quality, and protocol consistent documentation.

Biorepository Tracking Workflow 📅 2024

Maintained a practical sample tracking workflow covering freezer locations, retrieval records, shipment preparation, audit documentation, and laboratory support for observational research.

LEADERSHIP & AWARDS

- Recognized by research leadership for dependable database quality checks and consistent follow up documentation.
- Selected to provide trained backup for biospecimen processing, freezer records, and shipment preparation.
- Trusted by study teams to translate protocol clarifications into clear, repeatable coordinator workflows.

EDUCATION

Bachelor of Science in Public Health

University of Massachusetts Amherst 🎓 GPA: 0 📅 2021 📍 Amherst, Massachusetts

Coursework: *Epidemiology, Biostatistics, Human Biology, Research Methods*

CERTIFICATIONS

- Good Clinical Practice Training 📅 2026
- Human Subjects Research Protection Training 📅 2026

TECHNICAL SKILLS

- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Research Databases:** Computerized study databases, cohort databases, database data entry
- **Data Quality:** Quality control checks, data reconciliation, missing field review
- **Participant Research:** Standardized questionnaires, structured interviews, participant follow up
- **Ophthalmic Imaging:** Ocular imaging acquisition, image labeling, image uploads
- **Biorepository Operations:** Sample retrieval, tissue auditing, freezer documentation
- **Laboratory Support:** Blood centrifugation, laboratory procedures, blood appointments
- **Shipment Coordination:** Blood shipments, chain of custody, shipment documentation
- **Regulatory Research:** IRB submissions, continuing review, protocol amendments
- **Research Standards:** Good Clinical Practice, human subject protection, Study Manuals
- **Study Documentation:** Computerized project files, spreadsheets, workflow documentation
- **Evidence Review:** Literature reviews, epidemiologic variables, research methods

PROFESSIONAL AFFILIATIONS

- Professional interest in ophthalmic epidemiology, macular disease research, and participant centered cohort operations.
- Ongoing engagement with Good Clinical Practice, human subject protection, biorepository, and research data quality practices.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST