

Priya Stewart

Research Assistant

📞 (801) 555-2947

✉️ priya.stewart@example.com

🌐 linkedin.com/example/priyastewart

📍 Provo, UT 84604

STRENGTHS

- 🗣️ **Participant communication**
Welcomed volunteers during reception coverage, answered routine questions, and built calm interactions that supported smooth visits.
- ♥️ **Research documentation**
Kept study files and visit records orderly for faculty review. A clear file structure made missing steps easier to spot.
- ✔️ **Eligibility screening**
Compared responses with written criteria and recorded decisions for review. Careful screening protected consistency across volunteer records.
- 📦 **Supply coordination**
Checked consumable levels before sessions and submitted replenishment requests. This simple habit kept practice activities moving.
- 🔒 **Confidentiality**
Handled participant information within supervised procedures and routed questions appropriately. Privacy stayed central during every reception period.

SKILLS

Participant Recruitment

Eligibility Screening

Enrollment Support

Visit Scheduling

Research Records

File Organization

Front Desk Support

Sample Transport

Inventory Monitoring

Supply Ordering

Research Ethics

Confidentiality

Study Records

SUMMARY

Undergraduate health sciences student preparing for entry level **research support** through supervised **clinical research**, academic study, and laboratory simulation. Maintains organized participant files, **study records**, eligibility reviews, enrollment materials, visit schedules, and routine administrative workflows with care and consistency. Supports faculty led projects involving 42 volunteers, coded survey records, confidential documentation, labeled simulation samples, supply tracking, and **front desk** communication. Follows written procedures for screening, sample movement, inventory monitoring, and issue reporting. Coursework and practical training emphasize research ethics, confidentiality, data quality, participant communication, and dependable clerical execution. Brings clear communication, steady organization, and practical experience that can support accurate study operations in a part time campus research setting.

EDUCATION

Bachelor's Degree in Health Sciences

Utah Valley University 🎓 GPA: 0 📅 2027 📍 Provo, UT

Coursework: Clinical research, Research methods, Human biology, Health data, Research ethics

TECHNICAL SKILLS

- **Research Records:** Study files, Visit records, Coded responses
- **Participant Workflows:** Recruitment, Eligibility screening, Enrollment
- **Scheduling Systems:** Shared calendars, Visit scheduling, Task trackers
- **Laboratory Support:** Sample handling, Sample transport, Equipment movement
- **Inventory Management:** Stock monitoring, Reorder points, Supply requests
- **Documentation Tools:** Microsoft Word, Microsoft Excel, Standardized forms
- **Research Compliance:** Human subjects research, Research ethics, Confidentiality
- **Data Quality:** Missing field review, Clerical correction, Issue logs
- **Front Desk Operations:** Reception coverage, Appointment checks, Question routing
- **Study Administration:** Consent records, Enrollment materials, Visit packets

EXPERIENCE

Clinical Research Assistant Student Placement

University Research Lab 📅 January 2026 - Present 📍 Provo, UT

Support faculty supervised health research operations involving **participant records**, screening workflows, visit coordination, sample movement, supply monitoring, and reception coverage. Maintain accurate documentation while applying established procedures and protecting confidential study information.

- Maintained organized files and visit records for a faculty supervised study involving 42 volunteer participants.
- Screened volunteer responses against written criteria, documenting **eligibility** decisions for coordinator review.
- Scheduled participant visits around availability and lab capacity using a shared calendar and updated records.
- Transported labeled simulation samples between teaching spaces using documented handling and chain of custody procedures.
- Tracked consumable supplies, recorded stock levels, and submitted replenishment requests before study sessions.
- Staffed research reception periods, greeted participants, routed questions, and protected confidential study information.

Research Methods Project Assistant

Academic Research 📅 August 2025 - December 2025 📍 Provo, UT

Administrative Support

Participant Communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Clinical Research Assistant
Student Placement at University
Research Lab (9 Months)

Research Methods Project
Assistant at Academic Research
(4 Months)

Clinical Research Operations
Simulation at Student Lab (4
Months)

Completed supervised course research focused on student sleep routines, with responsibility for consent records, coded responses, screening practice, task tracking, data checks, and faculty presentations. Applied approved methods while recording issues for review.

- Completed an instructor approved sleep study using 28 anonymous survey responses and documented project procedures.
- Organized consent records, study files, and coded responses so faculty could trace completed project steps.
- Applied predefined eligibility rules to recruitment records and documented screening outcomes without changing criteria.
- Maintained a task tracker, flagging incomplete records before weekly **laboratory** review sessions.
- Checked datasets for missing fields, corrected permitted **clerical** errors, and recorded unresolved issues for review.
- Presented methods, limitations, and findings clearly during a supervised classroom research presentation.

Clinical Research Operations Simulation

Student Lab 📅 January 2025 - May 2025 📍 Provo, UT

Completed a semester laboratory simulation covering participant intake, file organization, scheduling, sample movement, supply tracking, and front desk workflows. Produced standardized records and process documentation for instructor evaluation.

- Completed a semester simulation covering participant intake, scheduling, sample movement, and supply tracking.
- Prepared visit packets, checked simulated appointments, and routed participant questions to a designated study lead.
- Verified mock participant eligibility using written criteria and recorded outcomes on standardized study forms.
- Transported labeled training specimens between simulated stations using assigned handling and documentation procedures.
- Created inventory logs, recorded reorder points, and prepared supply requests for projected sessions.
- Submitted a process portfolio containing **study records**, scheduling logs, inventory documentation, and **confidentiality** reflection.

PROJECTS

Sleep Study Records Review 📅 2025

Reviewed anonymous survey records for a supervised course study, organizing consent documentation, eligibility notes, coded responses, and issue logs for faculty review.

Clinical Sample Handling Simulation 📅 2025

Practiced labeled sample movement, chain of custody documentation, visit packet preparation, and inventory tracking across simulated clinical research stations.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Undergraduate Research Learning Grant, 2026
- Health Sciences Academic Achievement Award, 2025

CERTIFICATIONS

- CITI Program, Human Subjects Research Student Training 📅 2026
- Coursera, Understanding Clinical Research 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Study Facilitator, Health Sciences Student Learning Group, 2025 to Present
- Volunteer Coordinator, Campus Community Health Outreach, 2026 to Present

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST