

Sofia Howard

Research Specialist III

📞 (208) 555-7314 ✉️ sofia.howard@example.com

🌐 linkedin.com/example/sofiahoward 📍 Boise, ID 83702

STRENGTHS

- 🧪 **Experimental judgment**
During unexpected runs, reviewed controls and evidence before selecting repeat testing steps that scientists could trust.
- ✅ **Data validation**
Checked source records against protocol criteria and prior runs, catching gaps before findings reached research meetings.
- ♥️ **Scientific writing**
Turned dense experimental notes into clear tables and summaries, giving project teams usable evidence for decisions.
- 👥 **Research collaboration**
Scientists often relied on concise findings summaries when choosing follow up experiments and prioritizing research questions.
- 📁 **Documentation discipline**
Traceable sample records became a steady habit, helping repeated studies stay organized, reproducible, and easier to review.

SKILLS

Protocol execution

Sample preparation

Lab procedures Data collection

Data analysis Result validation

Scientific documentation

Research methods

Literature review Grant support

Regulatory submissions

Manuscript support

Technical reports Presentations

Independent judgment

SUMMARY

Research specialist with **six years** of biomedical laboratory experience, progressing from research assistant to senior specialist across complex experimental programs. Plans and executes protocol based studies, prepares samples, performs controlled **laboratory procedures**, collects and analyzes **research data**, and validates results for reliable interpretation. Translates findings into concise summaries, technical tables, methods descriptions, manuscripts, reports, presentations, grant materials, and **regulatory submissions**. Works independently with sound judgment, investigates unexpected results, documents deviations, and maintains traceable records that support reproducibility. Collaborates with scientists and multidisciplinary project teams while reviewing current methods and literature for practical workflow improvements. Brings dependable documentation, clear scientific communication, and hands on laboratory discipline to research programs advancing meaningful biomedical questions.

EXPERIENCE

Senior Research Specialist, Biomedical Studies

Clearwater Biomedical Research Center 📅 July 2024 - Present 📍 Boise, ID

Leads concurrent biomedical studies from protocol setup through sample processing, data review, scientific interpretation, and **technical documentation**. Provides **independent judgment**, supports scientists with decision ready findings, and mentors newer laboratory staff.

- Led complex experimental workflows across concurrent biomedical studies, supporting complete and traceable research records.
- Evaluated experimental runs for data quality, documenting repeat testing and protocol aligned corrective steps.
- Prepared research samples through controlled procedures, preserving traceability for downstream analysis and reproducibility.
- Analyzed study datasets and summarized findings for principal investigators planning follow up **experiments**.
- Developed methods descriptions, result tables, and supporting materials for **manuscripts, grants**, and regulatory submissions.
- Reviewed current literature and coached newer staff on documentation discipline and **protocol execution**.

Research Specialist II, Translational Sciences

Northstar Translational Sciences 📅 January 2023 - June 2024 📍 Meridian, ID

Executed multi step laboratory studies across active translational research projects, coordinating sample readiness, controls, timing, data capture, and documentation. Strengthened data traceability and prepared technical content for research communication.

- Executed multi step laboratory studies under established protocols, coordinating controls, timing, and sample readiness.
- Validated experimental outputs against protocol criteria and prior runs, documenting significant deviations with evidence.
- Organized raw and processed data into analysis ready records for research meetings and study review.
- Refined **sample tracking** practices, improving traceability across materials, procedures, and repeated **experiments**.
- Drafted technical content for **reports**, posters, manuscript sections, and grant support documents.
- Reviewed literature and technical discussions before supporting adoption of updated **laboratory procedures**.

Research Specialist, Investigator Studies

Riverbend Medical Research Foundation 📅 July 2021 - December 2022 📍 Nampa, ID

LANGUAGES



MY CAREER



- Senior Research Specialist, Biomedical Studies at Clearwater Biomedical Research Center (2.2 Years)
- Research Specialist II, Translational Sciences at Northstar Translational Sciences (1.4 Years)
- Research Specialist, Investigator Studies at Riverbend Medical Research Foundation (1.4 Years)
- Research Assistant, Laboratory Studies at Canyon View Research Laboratories (8 Months)

Conducted protocol driven laboratory experiments for investigator led studies, managing **sample preparation**, controls, measurements, repeatability checks, and research records. Converted experimental evidence into clear materials for reports, presentations, manuscripts, and grants.

- Conducted protocol driven **experiments**, preparing samples, controls, reagents, and documentation before each run.
- Collected experimental measurements and linked identifiers, procedures, observations, and results in complete records.
- Reviewed datasets for incomplete records and outliers before summarizing findings for research teams.
- Tested procedure repeatability through controlled replicate runs, supporting confirmation of study methods.
- Converted experimental notes into figures, tables, and concise summaries for **presentations** and internal reports.
- Verified methods details and assembled accurate records supporting manuscript and grant preparation.

Research Assistant, Laboratory Studies

Canyon View Research Laboratories 📅 October 2020 - June 2021 📍 Boise, ID

Supported supervised laboratory studies through **sample preparation**, routine procedures, structured data entry, record checks, and basic result summaries. Built dependable proficiency in controlled experimental practice and research documentation.

- Prepared samples and materials under written protocols, building proficiency in controlled experimental practice.
- Recorded observations and measurements in structured research records before scientist review.
- Performed routine **laboratory procedures** and maintained orderly work areas for scheduled **experiments**.
- Entered study data and reconciled sample identifiers with source records, reducing documentation errors.
- Prepared result tables and summaries that clarified completed experimental runs for scientists.
- Applied protocol updates and technical references to improve sample handling and procedural consistency.

PROJECTS

Biomedical Data Validation Program 📅 2026

Improved study data review through structured validation checks, traceable records, repeat testing documentation, and concise findings summaries for scientific decisions.

Experimental Documentation Framework 📅 2024

Created practical documentation materials connecting sample identifiers, procedures, observations, methods details, and results across repeated laboratory studies.

LEADERSHIP & AWARDS

- Senior Specialist Recognition, awarded for dependable execution of complex biomedical research workflows.
- Research Documentation Award, recognized for improving traceability and clarity across experimental records.
- Technical Mentorship Leadership, selected to guide newer staff in protocol discipline and laboratory documentation.

EDUCATION

Bachelor's Degree in Biology

Boise State University 🎓 GPA: 3.8 📅 2020 📍 Boise, ID

Coursework: Cell Biology, Genetics, Biochemistry, Research Methods

CERTIFICATIONS

- CITI Program, Good Clinical Practice 📅 2026
- CITI Program, Responsible Conduct of Research 📅 2025

TECHNICAL SKILLS

- **Experimental Methods:** Protocol execution, sample preparation, controlled procedures
- **Research Data:** Data collection, data analysis, dataset organization
- **Result Validation:** Testing, validation, repeatability checks
- **Scientific Documentation:** Laboratory records, source documentation, deviation records
- **Research Communication:** Findings summaries, technical tables, presentations
- **Scientific Writing:** Manuscripts, reports, methods descriptions
- **Grant Materials:** Grant packages, supporting content, technical summaries
- **Regulatory Materials:** Regulatory submissions, compliance records, study documentation
- **Literature Research:** Technical literature review, research methods, current developments
- **Laboratory Operations:** Sample tracking, reagent preparation, workflow coordination
- **Data Quality Control:** Completeness checks, outlier review, source reconciliation
- **Research Platforms:** Structured records, analysis ready data, traceable workflows

PROFESSIONAL AFFILIATIONS

- CITI Program research community, active participant in responsible biomedical research education.
- Boise biomedical research network, contributor to local scientific collaboration and technical exchange.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST