



Patrick Wright

SENIOR-LEVEL DATA ENTRY

Certified Clinical Data Manager with more than 10 years in the clinical research industry. Manages complex data landscapes while navigating confidentiality of protected health care information (PHI). Leader who focuses on streamlining data processes to improve team accuracy and efficiency. Master's degree in data science and analytics.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation zip code

KEY SKILLS

- Analytical thinking
- Data management
- Quality control
- Leadership and team management
- Results-oriented
- Standard operating procedure (SOP) development

PROFESSIONAL EXPERIENCE

Data and Administrative Coordinator | Global Health Research, Montgomery, AL | May 2021 – Present

- Oversee data handling, integrity, and quality control for three simultaneous research projects
- Generate three team weekly work schedules and distribute agendas during regular team meetings
- Improved data report accuracy by 30% with the utilization of custom templates and a streamlined verification process
- Register and manage over 500 annual shipments received, allocating research materials accurately
- Reduced laboratory supply spending by 15% through meticulous order tracking

Clinical Data Entry Supervisor | MedData Solutions, Montgomery, AL | May 2017 – October 2021

- Led a team of 20 data entry specialists to process over 10,000 clinical entries per month
- Collaborated with the director and quality assurance team to address root-cause issues within clinical research information
- Improved team efficiency by 20% with the development of five (SOP) documents for the data management department
- Conducted performance reviews to identify growth opportunities and set expectations
- Reduced reporting errors by 40% within the first year through the implementation of a new automated data verification system

EDUCATION

Master of Science (M.S.) in Data Science and Analytics
The University of Alabama, Tuscaloosa, AL | June 2022

Bachelor of Science (B.S.) in Health Information Management
Alabama State University, Montgomery, AL | June 2023

CERTIFICATIONS

- Certified Clinical Data Manager, Society for Clinical Data Management, April 2024
- Certified Professional in Health Care Information and Management Systems, Health Care Information and Management Systems Society, May 2019