





# Kathleen Young

Certified clinical data manager with more than ten years of experience in clinical research. Manages complex data landscapes while safeguarding PHI. Leader focused on streamlining processes to improve team accuracy by up to 40%. Holds a Master's degree in Data Science and Analytics.

## Contact

-  (123) 456-7890
-  email@example.com
-  Portfolio
-  Montgomery, AL

## Education

- Master of Science (M.S.) in Data Science & Analytics  
  
The University of Alabama ,  
Tuscaloosa, AL  
  
June 2022
- Bachelor of Science (B.S.) in Health Information Management  
  
Alabama State University,  
Montgomery, AL  
  
June 2013

## Key Skills

- Analytical thinking
- Quality control
- SOP development
- Leadership
- PHI compliance

## Professional Experience

DATA & ADMINISTRATIVE COORDINATOR | GLOBAL HEALTH RESEARCH, MONTGOMERY, AL  
NOVEMBER 2021 – PRESENT

- Oversee data integrity for three simultaneous research projects
- Generate weekly work schedules and agendas for a 15-member team
- Improved report accuracy by 30% with custom templates and verification workflow
- Reduced lab supply spending by 15% through meticulous order tracking

CLINICAL DATA ENTRY SUPERVISOR | MEDDATA SOLUTIONS, MONTGOMERY, AL  
MAY 2017 – OCTOBER 2021

- Led 20 specialists processing 10,000+ clinical entries monthly
- Developed five SOPs that increased team efficiency by 20%
- Reduced reporting errors by 40% in the first year via automated verification
- Collaborated with QA to resolve data discrepancies promptly

## Certifications

- Certified Clinical Data Manager | SCDM | value
- CPHIMS | HIMSS | value