

Emma Perez

Clinical Research Coordinator

Certified Clinical Research Coordinator (CCRC) with 6 years of experience screening participants, managing regulatory documentation, and coordinating concurrent oncology, cardiology, and diabetes trials. Skilled in OnCore CTMS, REDCap, and Electronic Data Capture systems. Trained 9 research staff on ICH-GCP guidelines and site-specific SOPs.

Contact Information

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Natchitoches, LA 12345

Education

BS, Biology
Northwestern State University of Louisiana, Natchitoches, LA
2016 - 2020

Key Skills

- ICH-GCP Compliance
- IRB Submission and Management
- OnCore CTMS
- REDCap
- Electronic Data Capture (EDC)
- FDA Regulatory Requirements
- HIPAA Privacy Practices
- Informed Consent Administration
- Source Document Verification
- IVRS/IRT Systems

Professional Experience

Clinical Research Coordinator | Cane River Clinical Research Group, Natchitoches, LA
2023 - Present

- Screened 247 patients for eligibility across 4 concurrent oncology and cardiology trials in a 14-month period, maintaining detailed pre-screening logs in OnCore CTMS.
- Coordinated 8 active trials simultaneously, managing regulatory binders with 37 documents per study and preparing all materials for sponsor monitoring visits.
- Trained 9 new research staff on ICH-GCP guidelines and site-specific SOPs over 3 quarters, reducing onboarding time from 26 days to 17 days per hire.
- Verified informed consent documentation and source data for each participant visit, completing case report forms in EDC within 48 hours of collection.

Research Coordinator | Bayou Bend Medical Research Institute, Alexandria, LA
2021 - 2023

- Screened 134 potential participants for 3 Phase II and Phase III diabetes trials, documenting inclusion and exclusion criteria findings in REDCap.
- Managed 6 active studies at one time, coordinating visit schedules for 73 enrolled subjects and processing lab kits within 2 hours of each draw.
- Reviewed source documents for 73 enrolled subjects against case report forms each month, catching an average of 12 mismatches before monitor visits.

Clinical Research Assistant | Sabine Valley Health Sciences Center, Many, LA
2020 - 2021

- Pre-screened 86 patient charts per quarter using EMR to identify candidates for 3 respiratory studies, flagging eligible records for coordinator review.
- Organized and filed 28 regulatory documents per trial, ensuring each binder was audit-ready within 24 hours of IRB approval letters.
- Assisted with ECG procedures for 41 study visits per month, recording results and routing tracings to the principal investigator within 90 minutes.

Certifications

- Certified Clinical Research Coordinator, Association of Clinical Research Professionals | 2023