(231) 555-0132 | lucia.holloway@example.com | Traverse City, MI 12345

Gregory Morris

Senior Clinical Research Coordinator

Clinical research professional with 12 years of experience spanning oncology, immunology, respiratory, and dermatology trials across multiple phases. Redesigned an EDC query resolution workflow that cut sponsor query turnaround from 7 days to 2 days. Managed trial budgets totaling $2.75M across an active portfolio. Skilled in REDCap, OnCore CTMS, ICH-GCP regulations, IRB submission and compliance, and informed consent administration.

EDUCATION

B.S., Allied Health Sciences | Grand Valley State University, Allendale, MI
2010 – 2014

KEY SKILLS

- ICH-GCP Regulations
- Electronic Data Capture (EDC)
- REDCap
- OnCore CTMS
- IRB Submission and Compliance
- HIPAA Privacy Standards
- Informed Consent Administration
- Protocol Budget Management
- IVRS/IRT Systems
- FDA Regulatory Documentation

PROFESSIONAL EXPERIENCE

Senior Clinical Research Coordinator
Leelanau Peninsula Clinical Research Group, Traverse City, MI, | 2020 – Present

- Enrolled 173 patients across 6 oncology and immunology trials in a 12-month period by refining referral pathways and coordinating with 4 clinic sites.
- Redesigned the EDC query resolution workflow, cutting average turnaround on sponsor queries from 7 days to 2 days.
- Restructured coordinator visit assignments and daily huddle agendas, raising team productivity from 31 to 49 completed study visits per coordinator per month.
- Managed trial budgets totaling $2.75M across the active portfolio, reconciling invoices within 5 business days of each milestone payment.
- Reviewed and verified informed consent documents across all active protocols, ensuring each participant file was complete within 24 hours of the enrollment visit.

Clinical Research Coordinator
Boardman River Health Sciences Center, Traverse City, MI, | 2017 – 2020

- Enrolled 87 participants in 3 Phase II and Phase III respiratory trials over 18 months, meeting each sponsor enrollment target within the contracted window.
- Built standardized case report form templates in REDCap that cut average per-visit data entry time from 42 minutes to 16 minutes, a 61.9% reduction in data-entry time.
- Reviewed informed consent documents with participants at 11 scheduled visit types, ensuring HIPAA-compliant records for every encounter.
- Kept a subject binder for each of the 87 enrolled participants and filed every visit note within one day.

Clinical Research Assistant
Betsie Valley Medical Research LLC, Frankfort, MI, | 2014 – 2017

- Prescreened charts and called referred patients for a Phase II dermatology trial, scheduling 47 first visits over 9 months.
- Abstracted patient data from EMR for coordinator review, averaging 14 chart summaries per day with a query rate of fewer than 3 per 100 entries.
- Organized and shipped lab specimens to the central laboratory within 35 minutes of each collection, logging sample details in the CTMS for tracking.