

Thomas Moore

Clinical Research Coordinator

Certified Clinical Research Professional with 6 years of experience coordinating Phase II and Phase III trials across cardiovascular, oncology, and endocrinology therapeutic areas. Closed 4 trials ahead of sponsor deadlines while managing regulatory document preparation, EDC data entry, consent tracking in OnCore CTMS, and IVRS drug supply reconciliation across blinded studies.

CONTACT INFORMATION

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Cumberland, MD 12345

EDUCATION

BS Biology
Frostburg State University, Frostburg, MD
2016 – 2020

KEY SKILLS

- ICH-GCP Compliance
- IRB Submissions
- OnCore CTMS
- Electronic Data Capture (EDC)
- REDCap
- IVRS/IRT Systems
- FDA Regulations
- HIPAA
- Informed Consent Management
- MS Office Suite

PROFESSIONAL EXPERIENCE

- Clinical Research Coordinator, Allegheny Ridge Clinical Research Center, Cumberland, MD
  2023 – Present
  - Reduced study start-up to activation from 74 days to 38 days for a Phase III cardiovascular trial by parallelizing IRB submissions, budget negotiations, and site qualification visits.
  - Closed 2 trials ahead of schedule by completing final visit windows and database lock procedures an average of 19 days before sponsor deadlines.
  - Automated weekly status reporting by building templates in MS Office Suite, saving 9 hours of administrative time per week across the coordination team.
  - Prepared and maintained 43 regulatory documents per study, completing all binder updates within 4 hours of receiving new IRB correspondence.
- Clinical Research Coordinator, Garrett Valley Medical Sciences Group, Oakland, MD
  2021 – 2023
  - Shortened study start-up to activation timelines to an average of 52 days across 3 oncology protocols by creating a standardized regulatory submission checklist.
  - Closed 2 additional trials ahead of their contracted end dates, finishing final monitoring resolutions 14 days before the sponsor closeout visit.
  - Consolidated consent tracking and visit scheduling into OnCore CTMS, cutting 7 hours of duplicated administrative work each week.
  - Coordinated IVRS drug supply assignments for 2 blinded studies, reconciling inventory logs within 30 minutes of each dispensation.
- Clinical Research Assistant, Potomac Highlands Health Research LLC, Keyser, WV
  2020 – 2021
  - Supported start-up activities for a Phase II endocrinology trial, assembling regulatory packages that contributed to an activation timeline of 61 days.
  - Entered source-verified data into EDC for an average of 13 participant visits per week, resolving sponsor queries within 48 hours of receipt.
  - Filed and indexed 31 regulatory documents per protocol, ensuring each binder was ready for monitoring within 6 hours of document arrival.

CERTIFICATIONS

- Certified Clinical Research Professional, Society of Clinical Research Associates, 2023