

Professional Experience

Clinical Document Coordinator and Medical Writer (2015 - Present)
Biostudy Solutions, LLC, Wilmington, NC

- Writes CSRs for FDA submission and for BA/BE studies (ICH compliant)
- Assists in reports compilation of eCTD for FDA submission and for BA/BE studies (ICH compliant)
- Generate Emax modeling graphs, reports, summaries for vasoconstrictor analysis studies using P-Pharm
- Performs quality control checks for Emax modeling graphs, reports, summaries
- Assists with research in study design and subject selection for BA/BE studies
- Performs quality control checks for submission ready documents and inVitro data
- Assembles navigation structures in PDF and Word documents
- Proofreads and edits materials to ensure accuracy and consistency according to GFI regulations
- Performs secretarial functions including bookkeeping and correspondence
- Assists team members with editing, Microsoft Suite inquiries, and with Acrobat techniques

English Language Instructor (2014 - 2015)
Winglish Inc. USA, Wilmington, NC

- Taught English in virtual classes to adult students in Korea

Foreign Language Teacher (2013 - 2014)
Zhongnan Interational Primary School, China

- Taught English to students in grades 1-6 and directed extra-curricular activities

Information Technology Assistant (2009 - 2013)
Technology Department, Meredith College, Raleigh, NC

- Educated faculty and staff in Google app products and emerging software suites
- Maintained and edited handicapped accessible laptop manual
- In-house graphic designer

Education

Meredith College
B.A. Art History, 2013
Minors in Sociology, Italian, Studio Art