**William Hill**

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Summary

Resourceful and detail-oriented Recruitment Specialist with over 19 years of experience. Managed the recruitment campaigns and contracts for all studies Phase I-IV. Very successful with using various platforms for advertisement such as TV stations, Instagram, and Facebook. Recruited and communicated effectively at a high level with patients and achieved great success. Exceeded enrollment expectations for all studies. Solution oriented to maintain a constant flow and continued to build patient database.

Experience

Syneos Health | Morrisville, North Carolina Clinical Research Associate II | 04/2021 - 08/2021

CRA/Site Management-Monitored the conduct of the clinical trials across all phases of research for CNS trials

Overseen the conduct of the clinical trials

Conducted study visits, accordingly, SSV, SIV, IMV, and COV Ensured Regulatory Compliance

Trained and provided guidance to site personnel in accordance with the study protocol Completed Drug Reconciliation

Reviewed Case Reports and queries

Reviewed and ensured timely reporting of Adverse Events and Serious Adverse Events Successfully completed all project and protocol training as needed

Completed all therapeutic training

Created and maintained appropriate documentation regarding site management, monitoring visit findings and action plans by submitting regular Site Visit Reports, Confirmation, Follow up Letters, and other required study documentation

IQVIA Health | Durham, North Carolina

Clinical Research Associate II | 02/2020 - 04/2021

CRA/Site Management-Monitored the conduct of the clinical trials across all phases of research for CNS trials Overseen the conduct of the clinical trials

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Thermo Fisher Scientific, PPD, formerly Synexus, Radiant Research Senior Patient Recruitment Specialist | 10/2001 - 02/2020

| Cerritos, California

Made outbound calls a day, responded to patients that were interested in participating in a clinical trial; assessed preliminary subject eligibility against protocol-specific inclusion and exclusion criteria

Answered incoming calls from potential study patients and assessed preliminary subject eligibility Developed and maintained a working knowledge of assigned medical indications

Reviewed patient database and other electronic platforms as required to identify potential study patients and initiated contact

Ensured accurate collection and entry of patient information into the relevant databases while on the phone Ensured courteous and efficient service is provided to all callers

Supported other members of my team as well as cross-functional team members Attended and contribute to department meetings

Instructed and coordinated with research subjects as appropriate to specific study objectives and work scope Maintained a high level of knowledge and understanding of assigned protocols, including all protocol requirements for patient visits

Extremely hard-working, efficient, and resourceful in identifying and recruiting potential subjects to enroll in studies, via telephone, physical outreach programs, group homes, and Board & Cares, Instagram, Facebook, and TV

Cal State Long Beach Sociology | 06/1992

Long Beach, California

Established relationships and contracts with TV stations and social media

Sole recruiter/marketer for the Cerritos, CA site at Thermo Fisher Scientific Inc./ PPD/Synexus US, high enroller in most studies

Provided strategic support and act as a functional lead / technical expert on all aspects of Recruitment and Retention Planning for proposals

Managed the implementation of patient recruitment campaigns

Managed/Discussed any strategy with the Sponsor in relation to the Recruitment Planning

Worked with senior leadership to develop comprehensive recruitment strategies for long-term implementation Advised management on organizing, preparing, and implementing recruiting or retention programs

Developed or implemented recruiting strategies to meet current or anticipated enrollment goals

Clinical Research Coordinator | Cerritos, California

Thermo Fisher Scientific, PPD/ formerly Synexus US | 10/2001 - 06/2003

Responsible and experienced in multiple Phase I-IV, open-label, and double-blind clinical trials within inpatient and outpatient care units.

Completed patient visits and verified all source documentation was properly and accurately completed per protocol. Accountable for adherence to all policies and procedures surrounding this process and for maintaining current knowledge of these policies from ICH GCP, HIPAA, and FDA Regulations. Performed various ratings, evaluations, and interviews on study participants to determine current levels of cognition and disease state, specific to the study protocol

Rater certified: SCI PANSS, YMRS, MADRS

Skills

Senior Recruitment Specialist, Rater certified: SCI PANSS, YMRS, MADRS, Performed various interviews and evaluations on subjects, Time management, Customer service, Communication skills

Education

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