

## THE JOB THAT JONIS APPLYING FOR:

**Location:** XXXX

**Salary:** 35K - 55K

**Description:** **Clinical Specialist**

- Participates in the development, design, planning, implementation and overall direction of clinical research projects, especially during the pre-clinical phase. Coordinates clinical research activities between various departments and with physicians and site personnel.
- Must be able to communicate with investigators and site personnel to ensure compliance with IDE regulations. Initiates effective corrective action as necessary. Travels to field sites to initiate studies, perform clinical monitoring, reconcile investigational device accountability, and close investigational sites.
- Prepares FDA submissions and 510 K reports relevant to IDE, prepares clinical summaries as required for regulatory submissions and HHA.
- Designs, develops, and writes pre-clinical and clinical protocols, performs clinical study audits.
- Assures and implements protocol compliance which includes interfacing with investigators, coordinating with clinical sites, ensuring GLP compliance for animal studies, collecting and summarizing data.

Minimum of Bachelors Degree in Biology or Biomedical Science or equivalent experience. US Citizens or Permanent Residents only.

Do you know what IDE, HHA, and 510K reports are? If not, find out before you apply!!

A helpful resource:  
[www.acronymfinder.com](http://www.acronymfinder.com)

■ **Jon Spartacea** ■  
400 Anatomy Drive  
East Lansing, MI 48822  
(517) 555-1212  
spartaceas@msu.edu

Contact information  
and position applying  
for clear at top of  
resume.

### OBJECTIVE

To obtain a position as Clinical Specialist in the Medical Device Division.

### SUMMARY OF QUALIFICATIONS

- Young professional with 3 years of experience working and volunteering in the medical field
- Familiar with medical terminology and the medical environment
- Familiar with federal health care regulations and patient care codes
- Able to work independently while meeting multiple demands of others
- Consistently recognized for outstanding customer service

Relates skills  
directly to job  
announcement

### EDUCATION AND TRAINING

**Bachelor of Science in Physiology**, Michigan State University, East Lansing, MI  
May 2003

- Earned 100% of my education through working while in school
- Completed research project on Federal Drug Approval process

This can  
explain why  
you were  
making burgers;  
also a  
significant  
achievement.

You did save that  
paper, right?

**Certified Nurse Aid Level I** Lansing Community College, Lansing, MI  
December 2002

### EMPLOYMENT

**Activity Assistant, Bill Hurdle Assisted Living Facility.** Lansing, MI  
April 2002 - Present

- Entered data for insurance claims and maintained communication with state health inspectors
- Problem-solve and interact with families of clients with questions and concerns
- Plan and facilitate monthly activities/outings for patients
- Assist with daily care needs of patients as a CNA
- Assist with company marketing by providing tours of the facility

Provides  
information  
to support  
summary  
statements.  
Ordered by  
relevance  
and skill  
level.

**Crew Worker, Burger Monarch.** East Lansing, MI  
December 1999 – April 2002

- Interacted daily with hundreds of customers in a fast-paced, high-stress environment
- Trained new employees
- Handled cash and food line set-up; promoted to Closer after 1 year
- Received Employee of the Month Award
- Learned to delegate responsibilities and maintain deadlines
- Worked successfully in a team with diverse personalities and backgrounds

■ Fluent in German ■ U.S. Citizen ■