
Education

2000, BS

East Carolina University, Greenville, NC
Applied Sociology

Professional Experience

August 2006 –
February 2008

Associate Study Coordinator

Rho, Inc., Chapel Hill, NC

Supports the management of the Data and Safety Monitoring (DSMB) for clinical studies, acting as the liaison to the internal study team, to the clinical centers the trial, third-party contractors, industry sponsors and the Sponsor for study-specific issues. Specific responsibilities include:

- *Manages the DSMB component of clinical studies.*
- *Developed Rho internal guidelines for DSMB management*
- *Coordinates preparation of study materials and assists with the development of protocols, DSMB Charters, budgets, study plans.*
- *Develops study timelines and uses project management tools, including the project website, to communicate, track progress, and monitor document development and study progress.*
- *Provides assistance in development of computer systems (i.e., to randomize subjects or track drug distribution). May maintain study website and ensures information entered into tracking systems and website displays are accurate and updated on a regular basis.*
- *Prepares routine progress reports on screening, enrollment and data collection status for quarterly reports and website display. Summarizes study progress and outstanding issues for quarterly and annual reports.*
- *Reviews serious adverse event tracking reports and ensures follow-up expectations are met. Assists CRA with resolution of site issues and institutes corrective action with input from client and Lead CRA assigned to study.*
- *Arranges study group meetings, prepares or coordinates agenda, and documents decisions made through meeting or call minutes.*
- *Edits and formats documents for team members and writes internal and external correspondence.*

July 2004 – August
2006

Statistical Research Associate

Rho, Inc., Chapel Hill, NC

Supports the Biostatistics team with documentation, organization, administration, and communication tasks. May also work on special, non-recurring and ongoing projects. Specific responsibilities include:

- *Facilitating communication between sponsors and independent data and safety monitoring boards (DSMB),*
- *Tracking, verifying, delivering serious adverse events narratives*
- *Creating DSMB-related reports and recommendation letters for both Sponsor and study files*
- *Assisting study teams and Sponsors with document development (e.g., protocol, DSMB Charters, procedure documents)*
- *Programmatically validating analysis datasets and study tables*
- *Designing and implementing specifications and functionality for secure Sponsor-funded websites*
- *Maintaining user permissions and providing technical support to study teams and Sponsors*
- *Producing, storing, and maintaining unstructured metadata in analysis databases. Tracking and reporting the status of metadata and documentation, and providing support with projects relating to FDA submission.*

October 2003 – July
2004

Research Associate

Rho, Inc., Chapel Hill, NC

Responsibilities included writing glossary and quirk essays for ARDS; documenting validation procedures; assisting the technical writing staff with promotional materials; general proofreading and editing of documents and text in analysis databases as needed.

July, 2002 - October
2003

Research Administrative Assistant

Rho, Inc., Chapel Hill, NC

Provided administrative assistance to various department heads and to the Biostatistics Department on projects associated with Rho, Inc. Responsibilities included applying organizational skills to the management of projects, daily schedules, work priorities, multiple tasks and unexpected interruptions in an ever-changing environment. Worked independently on special, non-recurring and ongoing projects, provided detailed research results on any given project, communicated concisely and effectively with diverse customers and staff, worked all office machinery, including computer, fax machine, phones, copiers and printers. Arranged deliveries between multiple buildings, ability to solve unexpected problems/situations for the office and coordinated meetings and conference calls

1992 – 2002

Customer Service Manager

Food Lion, LLC

Maintained and exceeded departmental budget expectations (assessed quarterly) through tight controls and thorough on-going training programs. Directly supervised at least 25 employees with indirect supervision of up to 75 store employees. Worked proactively to identify and provide solutions to problems under short deadlines. Specific daily responsibilities included three functions, which often occurred concurrently: "manager on duty" (acting Store Manager), Human resources, and Department manager. Responsible for store-level adherence to corporate policies and procedures which included accurate and timely verification and payment for vendor deliveries, supervision and working knowledge of the functions for up to 6 different departments, monitoring daily and weekly "actual versus projected" sales expectations and helping monitor other department's budgets in lieu of its department manager. General human resources responsibilities included interviewing, hiring, administrative (e.g., computer, timesheet control, HR benefits) training, and enforcement of store adherence to IRS and Department of Labor policies and procedures. Department-specific responsibilities included directed supervision, created, and implemented of training programs applicable to and understood by a wide spectrum of employees, and enforcement of departmental policy and procedures.

June 2000 – December
2000

Research Assistant

East Carolina University, Greenville, NC

Co-authored a chapter for regional book on hurricanes. Researched and co-authored a report for the Natural Hazards Research and Applications Information Center on the economic and social impact of a regional natural disaster in relationship to a quick response grant from the University of Colorado Hazards Mitigation Team. Analyzed survey data, performed and completed a related literature review, and reported findings on those impacts in a larger scale study of college versus community post traumatic stress after natural disasters.

Collaborated with the Center for Survey Research as a telephone interviewer for a FEMA-funded study of local businesses perceptions of post-natural disaster assistance. Supported fulfillment of federal grant obligations through participation in the creation of a data dictionary, coding, keying, and cleaning the acquired data.

Competencies

Therapeutic areas: Infectious disease, diabetic neuropathy, hepatic encephalopathy, myelodysplastic syndrome, acute myelogenous leukemia, and overactive bladder. Proficient in Microsoft Office (Word, Access, and Excel); HTML, SPSS. Competent working knowledge in SAS, CSS, and Adobe Photoshop

Publications

A Comparative Assessment of Impacts and Recovery from Hurricane Floyd Among Student and Community Households by Marieke Van Willigen, Bob Edwards, Stephanie Lormand and Ken Wilson revised and resubmitted to *Natural Hazards Review* 2005

“An Assessment of the Impacts of Hurricane Floyd on East Carolina University Students,” by Marieke Van Willigen, Bob Edwards, Stephanie Lormand, Jayme Curry, John R. Maiolo, and Kenneth Wilson, in *Facing Our Future: Hurricane Floyd and Recovery in the Coastal Plain*, edited by John R. Maiolo, John C. Whitehead, Monica McGee, Lauriston King, Jeffrey Johnson, and Harold Stone. 2001

An Analysis of the Socioeconomic Impact of Hurricane Floyd and Related Flooding on Students at East Carolina University. Bob Edwards, Marieke Van Willigen, Stephanie Lormand, Jayme Currie, with Kristina Bye, John Maiolo, Ken Wilson, 2000. *The Natural Hazards Research and Applications Information Center*. <http://www.colorado.edu/hazards/gr/gr129/gr129.html>

Honors

John Mailo (Departmental Award) for Academic Excellence in Sociology
Member of the international honor society for sociologists Alpha Kappa Delta (AKD)