**SAMPLE CRA CURRICULUM VITAE**

**John Smith, BA**

**422 ABC Drive**

**Alexandria, VA 22314**

**703-555-1111**

**Education:**

University of ABC

Bachelor of Arts – Biology

August 1999

**Professional Experience:**

Clinical Research Associate

JKL Corporation 12/18/2005 to present

Job Duties:

* Monitor the conduct of clinical trials, especially enrollment and quality of data.
* Verify subject safety and site adherence to FDA Regulations and ICH/GCP Guidelines.
* Ensure Adverse Events are reported appropriately, accurately and in a timely manner and that follow-up activities are conducted as necessary.
* Review CRF, Informed Consent Documents and query language/narratives.
* Acquire specific clinical and therapeutic knowledge related to studies monitored.
* Conduct Qualification, Initiation, Interim and Closeout monitoring visits.
* Ensure complete and thorough study drug reconciliation.
* Manage trip reports, letters, query resolutions and expenses.
* Manage site master file contents and work with sites to ensure

communication requirements between site and IRB are adhered to.

* Provide support and timely follow-up for all audit and quality assurance activities.

Clinical Research Associate II 8/31/2004-12/17/05

MNO Corporation

Job Duties:

* Monitored Phase III Trials.
* Verified subject safety and site adherence to FDA and ICH regulations/ guidelines.
* Conducted Pre-study, Initiation, Interim and Closeout visits.
* Managed trip reports, letters, queries and expenses.
* Ensured complete and thorough study drug reconciliation.
* Instructed sites in the use and maintenance of an IVRS and a CLIA waived device.