Jordan Lee

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Professional Summary

Certified Clinical Research Coordinator with 5+ years of experience supporting Phase I–IV drug and device trials in oncology, cardiology, and infectious disease. Skilled in participant recruitment, informed consent, source documentation, electronic data capture (EDC), Institutional Review Board (IRB) submissions, and safety reporting. Known for protecting participant welfare, maintaining inspection-ready files, and coordinating cross-functional study teams in accordance with protocol, ICH Good Clinical Practice (ICH-GCP), and U.S. Food and Drug Administration requirements.

Experience

Senior Clinical Research Coordinator — **Riverside University Medical Center**
Chicago, IL — *July 2021 – Present*

- Coordinate start-up, conduct, and closeout for 9 concurrent Phase I–IV interventional trials with a combined portfolio of 110+ enrolled participants and annual budgets exceeding $2.1M.
- Increased eligible enrollment by 28% by building electronic health record pre-screening reports, strengthening referral workflows, and explaining complex protocols in participant-centered language.
- Obtain and document informed consent, assess eligibility, schedule protocol visits, administer patient-reported outcomes, and coordinate laboratory, pharmacy, imaging, and investigator activities.
- Enter and reconcile clinical data in REDCap, Medidata Rave, and Oracle Clinical One; maintain 98% on-time case report form completion and a median query turnaround below 24 hours.
- Prepare initial IRB submissions, continuing reviews, amendments, deviations, and safety reports; track serious adverse events and report them within sponsor and regulatory timelines.
- Maintain regulatory binders, delegation and training logs, source documents, and investigational product accountability, contributing to 3 sponsor audits with zero critical findings.
- Train and mentor 4 coordinators on protocol implementation, documentation standards, specimen handling, and corrective and preventive action plans.

Clinical Research Assistant — **Lakeshore Clinical Research Institute**
Evanston, IL — *June 2019 – June 2021*

- Supported 12 industry-sponsored and investigator-initiated studies by screening candidates, scheduling visits, preparing source worksheets, and maintaining participant tracking logs.
- Processed, labeled, stored, and shipped 1,500+ biospecimens under protocol and International Air Transport Association procedures with no temperature or chain-of-custody deviations.
- Reconciled visit data and resolved 450+ sponsor queries while maintaining accurate essential documents in electronic trial master file and site regulatory systems.
- Coordinated monitoring visits and produced enrollment, retention, and data-quality reports for investigators, sponsors, and contract research organizations.

Education

Bachelor of Science in Public Health, Minor in Biology — **May 2019**
University of Illinois Chicago — *Chicago, IL*

Certifications

Certified Clinical Research Professional (CCRP), Society of Clinical Research Associates | Good Clinical Practice (GCP), CITI Program | Basic Life Support (BLS), American Heart Association | IATA Dangerous Goods Training

Skills

Clinical Operations: Participant recruitment and retention, informed consent, protocol implementation, source documentation, adverse event and serious adverse event reporting, investigational product accountability, specimen processing, monitoring visits, audit readiness

Regulatory and Data: ICH-GCP, FDA 21 CFR Parts 11, 50, 54, 56, and 312, IRB submissions, HIPAA, case report forms, data queries, quality control, SOPs, corrective and preventive actions

Systems: Medidata Rave, Oracle Clinical One, REDCap, Epic, Florence eBinders, Veeva Vault, Nimbus Excel, Nimbus Word, Nimbus Teams