

CAPABILITIES AND EXPERIENCE

CAITLAN MILLS

WORK EXPERIENCE

Landrich Group (2021 – Present)

- Maintaining auditable clinical trial files and reviewing clinical reports.
- Be responsible for coordinating, facilitating, and participating in all data management activities from initiation of protocol, study startup through database lock with minimal oversight.
- Support CRF design, review, and validation of clinical database.
- Contribute towards process improvement, data standards and efficiency gaining initiatives within data management working with data management leadership as needed.
- Have the ability to support a number of moderate complexity/complex trials with minimal supervision.
- Be responsible for creation of data management plans and other data management documentation as needed with minimal oversight.
- Be responsible for providing comprehensive data management expertise to the clinical data management team to provide high quality data management products that meet customers' needs.
- Monitor progress and conduct of their respective projects, including all data cleaning and QC activities to ensure all remain on target to project timelines.
- Be involved in the strategic acquisition of data from clinical trials and the designing and validation of databases.
- Direct the team in areas of project planning, execution and close-out, communications, and milestone deliverables

EXPERIENCE HIGHLIGHTS

- Self-motivated individual seeking an entry to intermediary position with responsibilities that allow job training and advancement.
- Utilize people skills and strong computer capabilities to improve job performance and efficiency.
- Reliable and works well with limited supervision. Takes strong initiative to achieve goals and requirements of position.
- Excellent and strong communication skills with adaptability to business conditions and situations that present themselves.

EDUCATION & ACCREDITATION

- 21 CFR Part 11 Electronic Records, The Certificate of Completion - 2023
- Data Quality Management, The Complete Course Certificate - 2022
- Coursera Data Management for Clinical Research Training - 2022
- Good Clinical Practice and ICH (GCP) Certificate
- Associate of Arts, Science with a Minor in English - Olympic College

