

Isabel S. Corral, AAS
Address: 9411 59TH Ave. Apt#B9, Elmhurst, NY 11373, **Cell:** (302)981-7683
i.larroc88@gmail.com

Objective:

To obtain a position in an organization where I can improve my skills for my career

Summary of Qualifications:

- Strong critical thinking ability
- Organizational skills
- Ability to multitask every set of priorities from each department
- Dreamweaver, Photoshop, InDesign Mac & PC
- Microsoft Word and Power Point and Excel
- Fluent in Spanish

Experience:

Cardiovascular Research Foundation, New York, NY

Administration/Data Entry Coordinator– May 2019 – Present

- Interface across cross functional groups to promote data integrity.
- Interacts with Clinical Trial Management and Biostatistics/Programming departments for requests of information, resolving discrepancies and timelines.
- Provides guidance and oversight in review of data entry work and advises/ trains department personnel on aspects of work.
- Participate in activities organized to improve workflow of the administration department.
- Coordinates data entry of all case report forms (both from sites and internally generated) including clarification of missing or incorrect information given by sites.
- Works on special projects for the department, as deemed appropriate by management.
- Conducts UAT of databases as needed
- Work of query resolution
- Additional duties as assigned

Cardiovascular Research Foundation, New York, NY

Administrative Assistant II – April 2017 – May 2019

- Receiving all package and notifications for all core labs and safety dep, checking one at a time for completeness.
- Adds Sites to administration tracker
- Helps manage CTC queries.
- Performs training of new personnel.
- Performs test data entry on new study database systems and suggests changes to the database design if data entry is not functioning properly.
- Additional duties as assigned.
- Performs other administrative tasks as assigned.

Administrative Assistant I – April 2015 – April 2017

- Ensures data entry is performed in accordance with company's Standard Operating Procedures.
- Ensures a "Data Resolution Form" is present when any discrepancies are found during the data entry process.
- Sending out confirmation emails to sponsors/sites once Clinical CRFs are receive in the administration area.
- Communicating to the site coordinators for any discrepancies.
- Logging into the tracking database all media received for the CTC.

Cardiovascular Research Foundation, New York, NY

Record Specialist – March 2010 – April 2015

- Performed all work in accordance with records management work practices and procedures(SOP)
- Performed data entry using Clinplus and web server
- Maintained a high degree of flexibility in a rapidly changing environment
- Cleaned out obsolete records in coordination with appropriate work teams.
- Ensured adherence to all record protection audits

AC Studio, Corona, NY

Graphic Artist Assistant – August 2009 – June 2010

- Assist designer with computer designs.
- Contribute with creative design ideas, by researching the appropriate markets on a wide variety of categories.

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- Receive, and relay telephone messages.
- Provide word-processing and secretarial support.
- Maintain an adequate inventory of office supplies.

Education:

New York City College of Technology – Present

Bachelor of Technology in Communication Design

- Advertising design
- Multimedia and Motion Graphics

La Guardia Community College - Graduated 2011

Associate Degree in Applied Science

- Multimedia and Web Design
- Web Animation and Interactivity
- Internet Video and DVD Development
- Video Production
- Photography

Forest Hills High School - Graduated 2006