

Karen Higgins

Research Coordinator

AREAS OF EXPERTISE

Report writing

Data analysis

Data validation

Time management

Research methodology

Research collaboration

Surveys

PROFESSIONAL

*Foundations of Advanced
Mathematics - OCR*

PERSONAL SKILLS

Approachable

Organised and efficient

Self motivated

PERSONAL DETAILS

*Karen Higgins
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A committed research coordinator with experience of supporting the research of a large team of clinicians, trialists, statisticians, economists and systematic reviewers. Having excellent communication skills and able to present results in a clear and actionable format for investigators, sponsors, regulatory bodies or other consulting professionals. Having the ability to work in partnership with a range of organizations and can demonstrate initiative, flexibility and have high attention to detail.

Currently looking for a suitable survey / research coordinator or with a reputable company or organization.

WORK EXPERIENCE

Coventry North University – Coventry

RESEARCH COORDINATOR June 2008 - Present

Responsible for following established guidelines in the collection and tracking of clinical data and resolution of data queries in accordance with study plans and client preferences.

Duties:

- Responsible for data cleaning, data editing, data matching.
- Conducting literature or internet searches.
- Writing up results for presentation and publication.
- Accessing and organising resources successfully.
- Delivering professional presentations to audiences and industry professionals.
- Collecting data from interviews, non-participant observations or focus groups.
- Preparation of research publications on behalf of the research team.
- Identifying problems and inconsistencies.

KEY SKILLS AND COMPETENCIES

- Ability to analyse information and communicate effectively.
- Experience of statistical analysis.
- Strong written and verbal communication skills.
- Ability to manage competing priorities.
- Extensive knowledge of web-based proprietary databases and library resources.
- Researching potential target organisations and individuals for research contact.
- Can cope with pressure and work to deadlines.
- Proven proficiency in Microsoft Office XP suite, particularly Outlook & Excel.
- Able to work autonomously, under own initiative and under pressure.
- Good communication skills and the ability to interface with staff at all levels and external clients.

ACADEMIC QUALIFICATIONS

BSc (Hons) Mathematics & Statistics

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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