

Career Center

PhD Clinical Proj Mgmt Resume Example

Joe Schmoie

1600 Pennsylvania Ave NW, Washington, DC 20500 | 555-555-5555 | no-reply@duke.edu

Summary of Qualifications

- . 8 years of research, data and statistical analysis, and scientific protocol development experience.
- . 7 years of planning and implementing scientific research utilizing project management software including Basecamp and Slack.
- . Extensive experience writing scientific protocols, grants, summary review articles, and research papers.
- . Designed and led more than 100 scientific and non-scientific presentations ranging from neuroscience to layperson CPR.
- . Managed drug-resistant cancer pharmaceutical research as a project manager with biotechnology startup, AccuBeing.

Education

PH.D., CELL BIOLOGY | SPRING 2018 | DUKE UNIVERSITY

- . Program Certificate: Cell and Molecular Biology

BACHELOR OF SCIENCE | SPRING 2012 | UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

- . Majors: Biology (Bachelor of Science) and Psychology (Bachelor of Arts)
- . Minor: Music

Selected Experience

GRADUATE STUDENT | CELL BIOLOGY DEPARTMENT, DUKE UNIVERSITY | SUMMER 2013- PRESENT

- . Conduct independent research, design, implement and validate scientific protocols, develop molecular research tools, and pioneer quality assurance protocols to validate the success of these tools. My dissertation work has focused on elucidating the roles of two actin cytoskeletal regulators, the Arp2/3 complex, and CARMIL3 in developmental synaptogenesis.
- . Manage and collaborate with 5 teams of researchers to quickly advance project goals. Utilize software such as Basecamp and Slack to work with team members in different time zones and across different campuses, resulting in 2 successful scientific publications and two publications in preparation.
- . Pioneered and implemented standard operating procedures for data management, including an electronic lab notebook which allowed my work group to advance our reproducibility and improve our data management.
- . Balance management responsibilities with course work, scientific writing, presentations, and independent research.
- . Presented scientific findings to a wide range of scientific audiences at national conferences, local meetings, departmental seminars, and University poster sessions.

PROJECT MANAGER | ACCUBEING | FALL 2017-PRESENT

- . Manage a team of oncologists, biomedical engineers, and investors across time zones and through language barriers to launch pharmaceutical pre-clinical and clinical trials for biotech startup which develops treatment strategies for drug-resistant cancers.
- . Led a team to design and implement initial marketing strategy and materials for the company, including the launch of the website.
- . Designed client project management system and helped recruit first round of patients for clinical trial.

COMMITTEE COORDINATOR | SOUTH ORANGE RESCUE SQUAD | SUMMER 2010-PRESENT

- . Lead committee planning meetings and instructor trainings for a 20-member team which improved communication among team members and improved instructor performance.
- . Craft and communicate bi-weekly updates to team members.
- . Foster relationships with team members and an average of 50 clients/year across different locations on a weekly basis.
- . Created an electronic system for managing client information and tracking project progress which increased our class number by 20%.

ADJUNCT INSTRUCTOR | DURHAM TECH COMMUNITY COLLEGE | FALL 2009 -SUMMER 2017

- . Presented information 2-3 days a week for groups of 10-20 students with different backgrounds and education levels on a variety of topics including basic pharmacology, anatomy and physiology, pathophysiology, and neurological disorders.
- . Designed assessments, led and facilitated group, skill-based activities, worked one-on-one with struggling students.



RESEARCH ASSISTANT | STAATS LABORATORY | SUMMER 2012

- . Conducted pre-clinical research testing the inflammatory response of potential small-molecule adjuvants for West Nile Virus vaccine.

EMERGENCY MEDICAL TECHNICIAN | SOUTH ORANGE RESCUE SQUAD | FALL 2009-SUMMER 2012

- . Clinical and field experience working with patients to treat anaphylaxis, head trauma, stroke, cardiac arrest and other medical emergencies.
- . Experienced in thorough patient assessment and documentation as well as drug administration for life-threatening conditions such as heart attacks and stroke.

Honors and Awards

- . **National Research Service Award** *November 2015*, National Institutes of Health
- . **Award for Best Graduate Student Presentation** *September 2015*, Cell Biology Department, Duke University
- . **Research Commendation in Biology** *May 2012*, Biology Department, University of North Carolina at Chapel Hill
- . **Carolina Public Service Scholar** *May 2012*, University of North Carolina at Chapel Hill
- . **Senior Thesis Research Grant** *October 2011*, James M. Johnston Center for Undergraduate Excellence, UNC-CH

Publications

- . Schmoe, J.E., Locke, M., and S.H. Doe. 2018. Second paper for my dissertation. *In Preparation*.
- . Risher, C.R, Kim, N., Choi, J., Mitev P, Schmoe, J.E., Pilaz, L.J., Wang, G.F., Silver, D.L., Doe, S.H., Yin, H., Eroglu, C. 2017. Paper I collaborated on that is not included in my dissertation. *In Review*.
- . Schmoe, J.E., Kanak, D.J., Carlson, B.R., and S.H. Doe. 2016. First paper for my dissertation. *J Neuroscience*.
- . Schmoe, J.E. and S. H. Doe. 2015. Literature review as part of my dissertation work. *J Biol. Chem*.

Additional Technical Skills

- . **Management Software:** Basecamp, Slack, Dropbox, OneDrive, Box, Humanity
- . **Microsoft Software:** Word, Excel, PowerPoint, Outlook, Publisher, OneNote
- . **Design Software:** Adobe Photoshop, Adobe Illustrator, Adobe Acrobat, Adobe InDesign, Snaggen
- . **Data Analytics Software:** Matlab, Graphpad Prism, SPSS, FIJI, Cytoscape, Scaffold