

## Professional Summary

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Experienced and highly motivated Clinical Trials Specialist with a strong background in trial start-up, regulatory submissions, and financial oversight within public health. Proven success in managing ethics and governance submissions (REGIS, HREC, SSA), contract negotiations, budgeting, and stakeholder engagement for oncology and haematology trials across all phases. Skilled in data management, CTMS, and producing clear reports that support feasibility and strategic decision-making. Brings excellent experience in administrative, finance, and project management within public health services, combined with precise adherence to ICH-GCP, TGA, and NHMRC compliance standards. Recognized for effective team leadership and driving operational excellence in multidisciplinary clinical trial environments.

## Core Competencies

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- Clinical Trial Start-Up, Coordination & Activation Oversight
- Ethics & Governance Submissions (REGIS, HREC, SSA)
- Budget Development, Contract Negotiation & Financial Management
- Sponsor Billing, Procurement & Supplier Coordination
- ICH-GCP, TGA & NHMRC Compliance
- Stakeholder Liaison, Communication & Collaboration
- Trial Feasibility Assessment & Reporting
- CTMS & Research Finance Tracker Management
- Project Management & Team Supervision with Proven Workflow Optimisation
- Health Service Administration & Compliance
- Financial & Operational Management in Public Health

## Certificates & Qualifications

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- Bachelor of Science – IAU University, 2003
- Diploma of Business Administration – TAFE NSW (Current)
- Medical Administration – TAFE NSW
- Research Ethics & Governance Key Concepts – ACTEC
- Strategic Research Management – PRAXIS Certification
- Research Budgeting & Core Skills – PRAXIS Certification
- PRINCE2 Project Management – In Progress
- LEAN Business Administration – 2011

## Work Experiences (1/2)

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Nov 2021 – Present

### **Clinical Trials Finance & Regulatory Office**

*NSW Health – CTU (Oncology/Hematology) | Orange, NSW, Australia*

- Coordinate clinical trial feasibility, budgets, and contract reviews in alignment with Principal Investigators and sponsor requirements.
- Prepare and lodge SSA submissions and governance documentation via REGIS; support ethics submissions and amendments.
- Develop, negotiate, and finalise clinical trial agreements (CTRAs) with sponsors; liaise with internal departments (Pharmacy, Finance, Pathology, Imaging) for study start-up readiness.
- Design and maintain trial-specific budget and invoicing trackers, ensuring accuracy in sponsor billing; oversee finances for over 25 active or pipeline trials.
- Mentor junior administrative staff and support onboarding of new trial coordinators.
- Serve as Acting Manager for Financial and Administrative matters (Jan–Nov 2024), managing CTU operations and workflow improvements.

#### **Key Achievements**

- Increased clinical trials revenue from \$800K to \$1.4M in FY2021-22.
- Streamlined contract and governance workflows, reducing start-up delays and improving REGIS SSA approval rates.
- Designed standardized financial tracking systems, enhancing transparency and operational efficiency across clinical studies.

July 2019 – October 2021

### **Clinical Support Officer (CSO)**

*NSW Health – Operating Theatre | Orange, NSW, Australia*

- Managed procurement, external purchase orders (EPOs), and inventory control for surgical services, including prostheses, consumables, and equipment.
- Coordinated with suppliers and internal stakeholders to ensure timely delivery, loan set management, and equipment repairs.
- Prepared financial and logistical reports, monitored stock levels, and supported operational efficiency across the Operating Theatre unit

#### **Key Achievements**

- Cleared a six-month backlog of invoices by organizing and prioritizing pending documentation, improving financial processing efficiency.
- Implemented a streamlined process for managing surgical supply requests and inventory tracking, reducing manual data entry and accelerating procurement workflows.

## Work Experiences (2/2)

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2008 – 2013

### **Administration & Operation Officer**

*United Nations UNHCR – VRC Medical Facility* | Iran-Afghanistan border

- Managed medical facility operations, including medical data, patient records, logistics, and procurement to ensure smooth service delivery.
- Supervised a team of 10–12 staff, including onboarding and training of new personnel, and maintained high-quality patient/customer service, including ambulance and transportation coordination.
- Coordinated patient appointments, hospitalizations, and emergency transport, working closely with Médecins Sans Frontières (MSF) and other NGOs as part of a joint humanitarian operation to deliver care in remote, under-developed areas.
- Ensured regulatory compliance of the medical facility under international standards and patient confidentiality.
- Prepared reports, statistical data, and operational summaries for management and emergency medical officers.

2015 – 2019

### **Community Support Specialist**

*ABI (Acquired Brain Injury Services) and Dolleina* | Orange, NSW, Australia

- Coordinated medical, psychosocial, and community support for clients with complex needs, promoting independence and personal development.
- Maintained accurate medical records, tracked prescribed medications, and scheduled appointments, treatments, and safe transportation.
- Planned and implemented recreational, social, and educational activities tailored to client needs.
- Collaborated with counsellors, case managers, and healthcare professionals to evaluate care plans and ensure service standards.
- Administered prescribed medications and supported clients' adherence to health programs