Sofia Maren Duarte

Clinical Research Coordinator

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Boston, United States

Visit delivery and data quality

124 protocol visits — Scheduled across two studies, with visit-window exceptions referred to investigators.

34 to 12 open queries — Queries older than seven days after a quarter of source checks and follow-up.

Three monitor visits — Maintained the delegation log and version checklist, with discrepancies routed to the principal investigator.

Summary Coordinates two observational studies at an outpatient research site. Manages scheduling, documentation and monitor preparation within delegated duties. Refers protocol decisions and investigator-only record corrections to investigators.

Monitoring work sample

Monitor visit document index · Outpatient study site · 2025
Added the document version, approved location and reviewer to the checklist. Checked it against access controls with the study manager before repeat visits.

Experience

Clinical Research Coordinator

Seaforth Clinical Research Centre | 2022-10 – Present

- Confirmed study visit windows with investigators and coordinated changes with participants and outpatient staff to avoid conflicts with provider appointments.
- Reviewed 210 source-to-database checks and followed up open queries with the data team. Over one quarter, queries older than seven days fell from 34 to 12. Kept a separate queue for investigator-only corrections.
- Tracked monitor requests through confirmation and filed the approved version of each corrected document.
- Checked training records before new staff began assigned activities. Escalated missing signatures to the investigator and updated the tracker once training was documented.
- Reported due visits, contact attempts and unconfirmed records weekly. Agreed escalations with the study manager and returned routine cases to standard follow-up.

Experience (continued)

Research Assistant

Marigold Population Studies Unit | 2020-07 – 2022-09

- Tracked follow-up contact attempts and verified missing visit fields with the study coordinator before data entry. Recorded unsuccessful attempts separately so completion rates reflected actual contact.
- Organised approved forms and study materials for weekly visits. Checked the working copies against the study file and asked the coordinator to confirm any discrepancy before using a changed form.
- Updated contact and rescheduling notes for two reporting meetings each month. Followed the agreed permissions and kept participant details in approved project records rather than team status summaries.
- Created a guide to recurring query types using an invented training dataset. Reviewed the guide with senior staff before it was used to orient new research assistants.

Education

BS in Health Sciences

Carroway College of Health | 2020

Studied study design, data management and research ethics. Final group project included a sampling plan, a participant follow-up calendar and a clear list of limitations.

Skills

Study operations: Participant scheduling, Delegation tracking, Monitoring preparation, Version control

Data coordination: Source verification, Query follow-up, Study status reports, Participant confidentiality

Languages

English · Portuguese