**[Database Coordinator](https://www.postjobfree.com/resume/ad34e7/database-coordinator-washington-dc)**

**Location:**Washington, DC, 20016

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**Resume:**

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SUMMARY

An experienced professional with over 20 years of programming and data analysis in the psychiatric medical research field. Due to

budgetary considerations, pandemic driven, I consolidated all data entry, program analysis and troubleshooting, effectively eliminating

waste and improving efficiencies. The results culminated with me successfully completing our government funded research grant from

initial data entry to final article publication. Transitioned to psychological research with similar responsibilities.

EXPERIENCE

University of Pittsburgh Medical Center/ Western Psychiatric Institute and Clinic 2001- Present

DATABASE ADMINISTRATOR (2023- )

? Recruited from previous position to coordinate with multiple doctors, using multiple/ outdated databases, bringing all data

current.

? For one of the largest bipolar child clinics in the world, the CABS Clinic, added a variable to the database to track and compare

over 10,000 clinical ratings; still compiling those visit numbers.

? Recreate older databases to include forgotten data. Search paper records for unrecorded data.

? Gather unrecorded data for multiple, large databases being used by doctors under 1 large research umbrella.

DATABASE COORDINATOR (2022- 2023)

? Updated and corrected existing data for current long-lasting epidemiologic study focusing on menopausal women and heart

disease.

? Basic use of SAS. More comprehensive use with SAS libraries and table creation.

? Automated and corrected codebook for doctoral students at the University of Chicago.

? Taught associates to enter data, use Microsoft Access, compile data and run basic queries for assessments.

? Using RedCap, designed electronic questionnaires, scored and imported data.

DATABASE MANAGER/ SYSTEMS ANALYST II/ SYSTEMS ANALYST 1/ SYSTEMS PROGRAMMER (2006- 2022)

Create and maintain databases for a large NIMH funded research grant, currently in its 3 rd renewal period, over 19 years. Almost 2

years of a second government grant focusing on ending 1 study and starting another.

? Trained research specialists and assistants.

? Created and updated data security within Microsoft SQL.

? Create Access and SQL scoring codes and modules; increased and improved data integrity using SQL.

? Software products: Qualtrix, SPSS, Teleform, Microsoft Access, VBA and SQL.

? Piloted conversion to paperless data collection using Web Data Express and SQL.

? Ran preliminary demographic statistical analysis.

? Prepared ad hoc reports for internal and external reviewers.

? Fulfill requests from statisticians, doctors and collaborators requesting analysis for publications.

? Liaison between OAC (the Office of Academic Computing) and staff for computer permissions; manage permissions for 20+

employees, differentiating by job responsibility.

? Co-authored over 200 publications providing preliminary analysis to over 15 collaborators and several Principal Investigators.

? Mentored other analysts with analytic and programming procedures.

? Documented new procedures and regulations for the Project Coordinator.

? Overhauled NIMH semi-annual data submissions (NDA national database); completed 3 years of data-sharing

? Produced preliminary tables for international genetic research paper (Halifax, CAN) and mood disorder diagnoses comparison in

the US and EU article (Holland).

? Closed the largest federally funded research grant of its kind after 20 years.

? Prepared over 300 boxes of personal, private, protected health data for storage to be held per NIH regulations.

? Created/ ran weekly recruitment and retention reports for large staff meeting. Most current data used for NIH

RESEARCH PROJECT ASSISTANT (2003- 2006)

Database management and data processing.

? Entered all data, managed databases and provided quality assurance.

? Designed and maintained tables, forms, reports and modules using Microsoft Access and SQL.

References available upon request

? Automated NIMH reports for Racial recruitment and retention.

? Wrote and automated randomization code for quick assignment into a group for NIH treatment study.

? Created scannable data collection forms using Teleform software.

? Trained and assisted others using Teleform, Microsoft Access and SQL software products.

? Scored and categorized raw data in preparation for statistical analysis.

? Provided necessary data for grant applications, grant renewals and publications.

RESEARCH SPECIALIST (2001- 2003)

Processed data for two grant studies and a clinic in the Child and Adolescent Psychiatry Department.

? Designed scannable forms for those grants and clinic.

? Designed and maintained Access tables and scannable forms to house and organize data.

? Eliminated data backlog and updated clinical data for large, national, children?s research clinic.

? Automated necessary data for large, weekly report reviewed by doctors and nurses in weekly clinic meeting.

EDUCATION

Wake Forest University, B.A., Psychology, Winston-Salem, NC. 1992-1996

Mentored by Director of Office of Academic Computing, UPMC, 2010- 2023

University of Pittsburgh, College of General Studies, Various computer classes

References available upon request