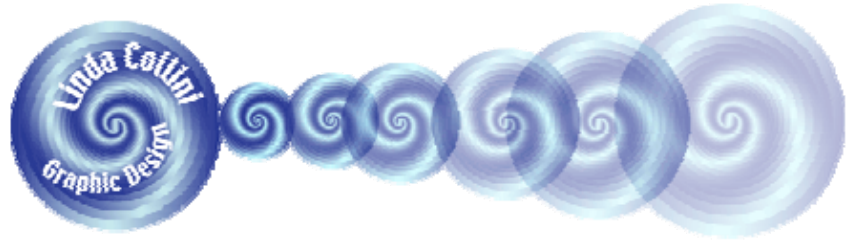# LINDA COLLINI

Delaware County, PA
LindaCollini@comcast.net
Portfolio:www.lindacollini.com

SUMMARY

Multimedia Design Specialist with skills in web design, graphic design, and desktop publishing.. Demonstrates technical proficiency and creative ability using standard design software such as Dreamweaver, Flash, and Photoshop. Currently working on freelance projects. Previously, a **Clinical Data Management professional** with extensive experience in project management and software testing and validation in the pharmaceutical industry. Known for ability to effectively handle multiple competing priorities, excellent communication skills, and superior writing ability.

PROFESSIONAL EXPERIENCE

FREELANCE PROJECTS   **2007-current**

Web Designer/Graphic Designer
Provide web design and graphic design services to clients on a freelance basis.
- HTML and Flash web design.
- Design logos and banners.
- Correct and optimize photos.
- Assist with writing content.
- Assist with domain name selection and registration, hosting service, and search engine optimization.
- Provide ongoing support to clients.

WYETH RESEARCH, **Clinical Data Management**- Collegeville, PA   **1981-2003**

Senior Database Administrator – Software Change Management (1997-2003)
Supported ongoing testing and validation of new applications, bug fixes and upgrades, assuring Part 11 CRF compliance. Participated in testing, validation, and implementation of new data management system, consisting of Oracle Clinical and supporting custom applications.
- Designed, implemented, and managed validation strategy assuring consistency across all applications.
- Assisted users by troubleshooting technology problems and interacting with Technical Support.
- Assisted in migration from legacy system to Oracle Clinical insuring timely Y2K compliance and enhanced functionality.
- Participated in cross-functional team in Clinical Research and Development to reduce development time from last patient visit to simultaneous global submission through reengineered processes and new technologies. Assessed feasibility of software solutions with proposed process flows.
- Defined user requirements for new data management system and evaluated potential vendor products. Contributed to design of custom tools surrounding Oracle Clinical.
- Developed and maintained departmental Web site for company intranet facilitating communication across clinical research and development, and within the department.

Senior Team Leader, Project Management (1993-1997)
Coordinated and organized clinical data management activities for vaccine and women's health projects.
- Supervised up to 12 employees.
- Developed staff competency by assuring that appropriate training and mentoring activities occurred.
- Participated in multi-disciplinary project team for assigned therapeutic areas.
- Organized and managed work distribution and resources.
- Assessed resource needs and effectively utilized resources during staff shortages.
- Collaborated globally to develop strategies to improve departmental efficiency and quality.

Team Leader (1987-1993)
Organized, prioritized and distributed work in order to produce accurate database releases in line with project schedules.
- Tracked and reported data management status to project team.
- Assured accurate completion of work by junior personnel and provided input on staff performance.
- Reviewed and collaborated on protocols and case report forms utilized during the conduct of clinical trials to assure functionality and compliance with standards.

Clinical Data Associate/Assistant (1981-1987)
Assured the quality completion of all work associated with assigned projects to meet database delivery schedule.
- Tracked and reported project status to supervisor. Interacted with clinical staff to resolve data problems.
- Reviewed and tested new entry systems and prepared specifications for data checks.
- Created and maintained coding dictionaries to insure accurate representation of clinical data.
- Mentored junior personnel.
- Reviewed case report forms of patients participating in clinical trials for accuracy and completeness.
- Performed data handling tasks such as encoding and query generation to resolve data problems within timeframes specified to meet database delivery schedules.

EDUCATION

Diploma in Multimedia Design, Chubb Institute

B.S. Biology, Magna cum Laude, University of the Sciences**,** Philadelphia, PA

COMPUTER SKILLS

Adobe Creative Suite: Dreamweaver, Flash, Photoshop, Illustrator
Director
HTML. CSS
Quark Xpress
Microsoft Office Suite: Word, Excel, PowerPoint
Oracle Clinical
Windows and Mac operating systems