Jordan Ellis

Clinical Research Coordinator I

Clinical research coordinator I with almost 2 years of coordinator work, now running 4 industry-sponsored neurology studies at a Columbus research institute. Consents and enrolls participants, collects phlebotomy samples and EKGs at study visits, and keeps source documents in line with FDA regulations and GCP. Brings a clinical research internship and clear communication with patients and families.

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Experience

Clinical Research Coordinator I

Buckeye Neurology Research Institute • Columbus, OH

01/2025 - Present

Research institute running 22 epilepsy, migraine and MS trials with 8 coordinators.

- Coordinate **4** industry-sponsored migraine and epilepsy studies, enrolling 38 participants against a target of 35.
- Obtain informed consent and conduct study visits, collecting vitals, phlebotomy samples and EKGs per protocol.
- Record source documents and EDC entries within 2 business days, closing 95% of monitor queries in one cycle.
- Prepare regulatory binders, deviation logs and Excel visit trackers for 3 sponsor monitoring visits with no major findings.

Clinical Research Intern

Franklin Pediatric Research Group • Columbus, OH

05/2023 - 12/2024

Part-time internship at a pediatric practice-based research network during college.

- Screened 200+ clinic charts for asthma study eligibility and flagged candidates for coordinator follow-up.
- Built monthly enrollment and retention reports in Excel and PowerPoint for investigator meetings.
- Explained visit schedules and study procedures to 50+ families, using medical terminology only where parents needed it.
- Filed consent forms and visit notes in Word, passing a 2024 internal QA audit with no findings.

Skills

Clinical Research

FDA Regulations , GCP

Medical Terminology

Phlebotomy , EKGs , Excel

Word , PowerPoint

Problem Solving

Education

Bachelor of Science

The Ohio State University

Columbus, OH

12/2024

Health Sciences

Certificates

Good Clinical Practice (GCP)

CITI Program • 01/2025

Basic Life Support (BLS)

American Heart Association

02/2025