

SANDRA WISE

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PROFILE REVIEW

Highly adaptable and versed Research Assistant with 11 years career experience in a University environment. Exhibits strong interpersonal and communication skills. Reliable with amazing organizational skills for social/clinical research. Highly efficient professional and cooperative. Able to work in a fast-paced working environment both independently and as part of a team.

CAREER OBJECTIVE

Always looking for an opportunity to work on an important research project/study in an institution which provides professional development, interesting experiences and personal growth.

EXPERIENCE

GEORGE MASON UNIVERSITY

Quality Control/Research Assistant, (7/2012- 12/2016)

- Update, maintain and file all study participants clinical charts.
- Complete flow sheets. This allows the nurses to conduct vitals and necessary specimen testing.
- Complete lab requisition.
- Schedule participants for testing, interviewing, reminder calls and follow up appointments.
- Reserve hospital rooms at the CRU (Clinical Research Unit Howard University Hospital) every 2 weeks.
- Escort participants through the hospital during their research visit.
- Track and follow up on participant's weekly and monthly medication pick up visits.
- Update and maintain database for my assigned participants.
- Responsible for a wide variety of clerical and administrative duties in support of the clinical coordinator, investigators, research staff, students and participants.
- Answer telephones in friendly, professional manner. Handle telephone messages accurately, completely, and promptly.
- Market the project to prospective participants and community-based organizations and attend events as needed.
- Attend regular weekly and monthly group meetings.
- Assist in quality control of data entry and data collection.
- Quality Control of all participants charts.
- Pick up study medications for all participants.
- Computer administer the MINI-International Neuropsychiatric Interview.
- Conduct eligibility screenings and informed consent.
- Administer baseline surveys and follow up, to research participants via phone, via in-patient clinic or during home visits.
- Conduct HIV Rapid Test.
- Administer the collection of urine for urine toxicology.

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- Responsible for participants monitoring and tracking and reporting any adverse events to the Principle Investigator and record messages accurately.
- Maintain compliance with HIPPA and IRB regulations and guidelines.
- Assist with participant recruitment under the direction of the site Principal Investigator.
- Assess the needs of the participant who are substance users, mentally ill and HIV positive.
- Train interns and volunteers.
- Provide day to day support to the Clinical Coordinator.
- Compose and draft various forms for research project awaiting review from Principle Investigator and IRB approvals.
- Prepare interview packets for follow up appointments.
- Keep track of and place orders for supplies.
- Assist with ensuring the physical environment adheres to legal, safety, health codes by carrying out Department of Health procedure plans.

Level of Service Inventory Trainer, 12/2016 – 2/2018

- Certified trainer for The Level of Service Inventory (LSI). This quantifiable instrument is taught to the entire Maryland Department of Parole and Probation agents over a 2-day training.
- Created presentation slides for training.
- Technical Assistant to the Maryland Department of Probation and Parole.
- Daily interactions observing the use of the LSIR instrument.
- Collecting and entering data from observations via Qualtrics.
- Demonstrate the proper use of the LSIR (The Level of Service Inventory) 101 and in groups.

Project Site Manager, 2/2018 -Present

- Attends planning calls with Staff Understanding Skills To Advance Innovation (SUSTAIN) developer and project manager.
- Add sites to the implementation spreadsheet in order to sketch out an estimate of when the sites will be engaging in each task over the course of year.
- Add important dates to the SUSTAIN google calendar. Specifically, opening and closing dates of implantations.
- Attends, records, and takes notes at Webinars.
- Assure that all users receive Log ins and passwords for the eLearner tool by coordinating this with the web designer through Basecamp.
- Assure that all users are removed from the eLearner tool once they are completed by communicating with the web designer.
- Oversee 91 users log ins and advance quizzes that they are within the timeline by keeping a track of their use.
- Prepare binders for in person coaches training.
- Email and mail all necessary reading and webinar materials via FedEx.
- Notifies billing manager of start date of the New Sites.
- Notifies project manager and Principle Investigator of sites that are entering the end of their contract and unforeseen events.
- Grade eLearners who become coaches' advance quizzes and provide feedback.

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YALE UNIVERSITY

Research Assistance II, (03/2007-06/2012)

- Develop ongoing relationships with administration and staff of community-based organizations.
- Observe participants while they adhere to their medications daily.
- Educate participants on their medications.
- Conduct intakes and monthly interviews to people in and out of prison according to the project's protocols and procedures.
- Co facilitates health education groups once a month to provide added support to assist clients to adhere to their medications as well as doctors' appointments.
- Managing a clean and safe environment.
- Assessing the needs of the clients who are substance users, mentally ill and HIV positive.
- Computer administers the MINI-International Neuropsychiatric Interview.
- Computer administers the Brief Symptom Inventory (BSI) instrument that provides patient reported data to help support clinical decision-making at intake and during the course of treatment in multiple settings.
- Administer and computer administers the Services Accountability Improvement System (SAIS) mandated by the Substance Abuse and Mental Health Services Administration (SAMHSA).
- Train new staff to administer the CSAT-GPRA Tools as well as update and refresh existing staff.
- Prioritize and organize to meet deadlines for Principle Investigator and Director of the department for all projects.
- Enter data into the database for data analysis.
- Works with Department of Correction and Community Based Organization staff to determine the study eligibility of patients.
- Securely handles completed consent forms and questionnaires.
- Facilitate telephone interviews between the participants and off-site team members.
- Responsible for patient monitoring and tracking and reporting any adverse events.
- Administer the collection of urine for urine toxicology.
- Administer the Breathalyzer to participants.
- Arrange for the collection of biospecimen samples (blood).
- Assist clients needing social service support such as Medicaid, shelter and food pantries.
- Actively communicate with clinical coordinator, research manager and on-site principal investigator.
- Greet clients and agencies visiting the office in a courteous manner and escort them to their appointments.
- Maintaining and updating the Material Safety Data Sheets (MSDS) binder.
- Collecting and assembling MSDS on new products as they are delivered.

AIDS PROJECT NEW HAVEN

Teen Awareness Group Coordinator/outreach Educator, (10/2006-6/2007)

- Recruited, and trained high- risk youth about HIV/AIDS prevention and how to become community advocates.

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- Distributed role model stories and risk reduction supplies on the streets in their communities.
- Developed, implemented and evaluated scientific behavioral interventions targeted towards high- risk youth.
- Provided community wide outreach and education activities.
- Maintained complete records of all outreach encounters, workshops, groups and materials distributed.
- Maintained demographic information for reporting purposes.
- Coordinate and facilitate focus groups.

RYAN-NENA COMMUNITY HEALTH CENTER

HIV Counselor, (1999-10/2006)

- Conducted pre and posttest counseling for the HIV Antibody test for approximately sixty patients a month.
- Conducted Hepatitis testing and screening.
- Conducted outreach activities once a month.
- Counseled patients on early medical intervention and potential risk and options to reduce/modify stressors and compliance counseling.
- Maintained records of all counseling and testing activities, facilitate referrals to mental health, C-NAP and PNAP.
- Assist clients to connect with providers according to their needs.

Outreach Worker, (1996-1999)

- Established and maintained contacts in designated community-based organizations.
- Co-facilitated a support group once a month.
- Conducted HIV/AIDS education workshops to community-based organizations.
- Linked patients to appropriate service providers.
- Followed-up on referrals.
- Prepared and submitted reports on all outreach activities.

Peer Educator, (1995-1996)

- Assisted outreach worker and health educator in presentations on HIV/AIDS intervention and prevention.
- Conducted outreach activities to institutional organizations, walk-in clients and schools.
- Maintained accurate records of the clients seen in-house.
- Retained the inventory of all the educational and safer sex materials.
- Distributed updated health education materials to all departments for clients and staff.

EDUCATION

Franklin D. Roosevelt High School 1981

May 2015 – Current

University of Maryland University College - Adelphi, MD

School of Health Science - Health Management (Bachelors) Program

AFAA – Group Exercise Instructor – December 9, 2018

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SKILLS

Microsoft Word 2010, Outlook, Microsoft Office 2010, Microsoft Power Point, Excel

Skill in various interviewing techniques.

Skill in communicating efficiently and effectively both orally and in writing with a variety of people both internally and externally.

CERTIFICATES

Certificate of completion of promoting Recovery & Rehabilitation IN AFRICAN AMERICAN MENTAL HEALTH

HIV pre/posttest counseling Connecticut DPH & Howard University Hospital

HIV 101 Training

SISTA (Sisters Informing Sisters on Topics about AIDS). Community Promise

CPR & AED Adult Child & infant, First Aid & Blood Pathogen certified

Ora-Quick Rapid Antibody Testing

Government Performance and Results Act (GPRA) Training of Trainers

Human Subject Protection Training

HIPPA Security Training

HIPPA for Research Staff

Zumba certified Instructor Basic, and Gold

VOLUNTEER

Connecticut Department of Corrections

AFFILIATIONS

DC D-CFAR Member

FED UP Coalition member