

Ira Kapoor

IK

Clinical Research Associate

Indore, India ira.kapoor@example.com Fictional sample

01 Professional profile

Clinical Research Associate with an illustrative 11-year career focused on clinical study coordination and traceable monitoring records. Core strengths include Study monitoring, Protocol review and Source documentation. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Study monitoring

Protocol review

Source documentation

Query management

Site coordination

Essential documents

SELECTED WORK

Site monitoring preparation

Monitoring preparation pack and action log

Study query coordination

Query tracker and follow-up record

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 – Present

Clinical Research Associate

Asterline Life Sciences · Indore

Delivered defined workstreams in clinical study coordination and traceable monitoring records, coordinating reviewers and delivery partners.

- Built a protocol-specific review checklist and tracked missing documentation for the responsible team.
- Categorised queries and coordinated responses through the approved study process.

Jul 2018 – Jun 2022

Clinical Research Associate

Northmere Life Sciences · Indore

Supported progressively more complex work in clinical study coordination and traceable monitoring records, with a defined review process.

- Used study monitoring and query management on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workflow.

Jul 2015 – Jun 2018

Research / Practice Associate

Cedarfield Life Sciences · Indore

Built foundations through supported assignments, observation and practical feedback.

- Assisted with protocol review and site coordination, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Scientific & service contributions

Research oversight, with the details intact.

WORK EXAMPLE 01 / ILLUSTRATIVE

Site monitoring preparation

Context

Visit preparation varied across sites in a fictional study.

Contribution

Built a protocol-specific review checklist and tracked missing documentation for the responsible team.

Prepared for handover

Monitoring preparation pack and action log

WORK EXAMPLE 02 / ILLUSTRATIVE

Study query coordination

Context

Open queries lacked clear ownership and context.

Contribution

Categorised queries and coordinated responses through the approved study process.

Prepared for handover

Query tracker and follow-up record

04 Education

2013 – 2015

M.Sc in Clinical Research

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on study monitoring and protocol review.

2009 – 2013

B.Sc in Life Sciences

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Study monitoring - advanced practice workshop

Scenario exercises and peer review in clinical study coordination and traceable monitoring records.

2025

Query management - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Practice scope	Registration	Record privacy
Clinical study coordination and traceable monitoring records	Not supplied in this fictional sample	No identifiable patient or participant data

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.