

Education

Roger Williams University, Bristol, RI
Biology and Psychology, B.S.

May 2016
Minor: Public Health

Professional Experience

Parkview Health, Fort Wayne, IN

Tumor Board Specialist – Parkview Cancer Institute

Sep 2019 – Current

- Prepares and obtains all relevant patient information from Epic, including radiology reports and images, pathology reports, surgical procedures, and treatment histories, to summarize each patient's oncological journey
- Presents all new patient cases for presentation to a multidisciplinary team consisting of medical oncology, radiation oncology, surgery, radiology and pathology
- Monitors data quality and collaborates with various clinical roles to identify gaps in care
- Facilitates the Tumor Board meeting comprised of physicians/practitioners, nurse navigators, dietitians, genetic counselors, and physical therapists
- Maintains Excel grid to summarize each tumor site's weekly patient volumes and attendance and ensure sites' compliance with accreditation standards
- Serves as a primary trainer for new team members
- Navigates multiple software applications and applies problem solving when network/program issues arise

Northwest Allen County Schools, Fort Wayne, IN

Substitute Teacher

2018 – 2019

- Guided students ranging from kindergarten through 12th grade in various subjects including general science, biology, chemistry, and health

Massachusetts General Hospital, Boston, MA

Clinical Research Associate – Cancer Center Protocol Office

May 2016 – Jul 2018

- Managed interventional Phase I clinical trials under the supervision of the Principal Investigator
- Maintained a high volume of studies and an in-depth understanding of each protocol
- Served as a liaison between each clinical trial's Principal Investigator and Clinical Research Organization
- Screened patients for enrollment onto clinical trials and followed eligible patients per protocol
- Managed and organized research data, patient files and Sponsor databases
- Performed data analysis and resolved queries patient specific data entries
- Made submissions to the Institutional Review Board in accordance with amendments to the protocol and applicable study documents when necessary
- Served as study lead for multiple studies and conducted trainings

Internship Experience

Roger Williams University, Bristol, RI

Jul 2014 – Aug 2014 & May 2015 – Aug 2015

Community Connections Student Coordinator – Feinstein Center for Service Learning and Community Engagement

- Coordinated a full day community service event for 1,200 incoming freshmen designed to establish relationships between Roger Williams and the nearby Rhode Island and Southeastern Massachusetts communities
- Connected with over 200 non-profit organizations and conducted site visits to discuss the purpose of the program, the tasks to be performed by the students, and the roles and responsibilities of the sites and volunteers
- Recruited 200 upperclassmen, faculty, and staff as site leaders to supervise each selected site and assigned students and site leaders to each site

Skills & Training

- Epic Hyperspace, Microsoft Word, Excel, PowerPoint, Outlook, Facebook, Twitter, Instagram

Reference

- **Jennifer Kopecky** – PCI Multidisciplinary Coordinator
Contact: Jennifer.kopecky@parkview.com