

Sepideh Chitsaz
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SUMMARY

Experienced Clinical Data Manager with a diverse background in data management, clinical research, healthcare administration, and behavioral therapy. Skilled in UX/UI design, with expertise in designing and optimizing eCRF and EDC systems to improve usability and data efficiency. Proven ability to lead teams, enhance workflows, and uphold data integrity in clinical trials.

EDUCATION AND CERTIFICATES

- **Data Literacy Essentials**, SAS, 2024
- **Analyzing Data with Excel**, IBM, 2022
- **UX/UI Designer Certification**, The George Washington University (GW), USA, 2021
- **Qualitative Research Methods: Conversational Interviewing**, Massachusetts Institute of Technology (MIT), 2020
- **Registered Behavior Technician (RBT)**, Behavior Analyst Certification Board (BACB), 2019
- **Master of Arts in Linguistics**, Department of Linguistics and Foreign Languages, Faculty of Literature and Humanities, Shiraz University, 2004

WORK EXPERIENCE

Vanda Pharmaceuticals Washington, DC
Clinical Data Manager Jan 2023 – Present

- Served as the Clinical Data Manager for up to seven Phase I-III studies across various areas of dermatology, circadian rhythm sleep disorders, and oncology.
- Designed and modified eCRFs, EDC edit checks, ePRO, and IWRS across four distinct EDC systems.
- Led the review and validation of trial data to ensure accuracy and integrity.
- Oversaw clinical data management (CDM) activities in collaboration with CROs and external vendors.
- Developed and maintained CDM documentation to support regulatory compliance and study execution.
- Trained and mentored junior clinical data managers, fostering skill development and efficiency.
- Knowledgeable in ICH/GCP guidelines and FDA regulations.
- Familiar with industry data standards, including SDTM.

Vista Eye Center Rockville, MD
Healthcare Office Manager Oct 2020 – Feb 2022

- Reviewed patient histories, managed medical records, processed insurance claims, and handled bookkeeping.
- Assisted the ophthalmologist with vision assessments and imaging procedures.
- Applied UX/UI expertise to improve the center's website usability and accessibility.

Center for Autism and Related Disorders (CARD) Rockville, MD
Behavior Technician and Research Assistant May 2018 - Oct 2020

- Delivered Applied Behavior Analysis (ABA) therapy to individuals with autism (ages 3-22) through in-person and online sessions. Taught patients behavioral skills to enhance independence and daily functioning.
- Documented and observed notable progress, including a reduction in tantrums, as reported by supervisors and parents.
- Conducted literature reviews and data collection on autism spectrum disorder (ASD) to support research and therapy strategies.
- Collaborated on multiple ASD-related projects, contributing to research and intervention development.

Maedeh NGO Sep 2013 – Jan 2018
Event Organizer/Instructor

- Organized lifestyle skill programs and outdoor activities for parents of children with special needs.
- Taught courses to help parents navigate challenges related to their kids' special needs.
- Provided activities and strategies to support parents in improving their daily lives.

University of Malaya (Faculty of Languages and Linguistics) Kuala Lumpur, Malaysia
Graduate Research Assistant Sep 2011- July 2013

- Conducted literature reviews, data collection, and analysis on language and communication disorders.
- Organized university meetings, seminars, and conferences.