

CEDRICK CHAN

Medical Research Executive

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EXECUTIVE SUMMARY

- Highly-driven research professional with solid hands-on experience in conducting field and laboratory research, leading high-impact studies, and delivering strategically significant projects within health and medical industries
- Comprehensive background in research and development projects, work process management, and medical procedures; excellent proficiency in ensuring experimental integrity and management of controlled processes
- Possess detailed theoretical knowledge of a wide range of public health areas, particularly workforce management, clinical governance and risk management
- Keen interest in role within research and public health arena. Passionate about contributing to provision of better healthcare and increasing awareness of public health and human rights issues
- Strong interpersonal and communication skills. Able to coordinate and liaise effectively with people from diverse backgrounds

[This section gives a good helicopter view of the candidate. If you can quantify your current role and mention it on the summary, it will help scale your current responsibilities.]

KEY SKILLS

Medical Research • Statistical Analysis • Data Collection & Analysis • Work Process Management • Medical Procedures & Technology • Decision Making & Problem Solving

[Ensure the keywords here mirror those used in the job ad. The first round of vetting is often done by a software scanner. This section helps to pad the CV with key research phrases necessary to get past those scanners.]

PROFESSIONAL EXPERIENCE

RESEARCH EXECUTIVE

Jun 2010—Present

Singapore General Hospital, Singapore

- Collaborate with team of 30 medical research executives to engage in public health and clinical research, translating vast quantities of data into clear and actionable insights for doctors [This is the perfect opening line as it speaks about size of team and clearly states the focus of responsibility. In 1 line, the reader knows exactly the role Cedrick has done.]
- Responsible for identifying and evaluating data trends by utilising information from research materials and modelling potential outcomes in a concise report format
- Assist in performing statistical analyses of data for a multitude of trials by using software such as SPSS and STATA [Speak about research tools you're using.]
- Work with clinician scientists in writing and editing research papers. Successfully published 2 research papers about public health management in Singapore [Boost your role as a researcher by citing published or edited works you've done.]
- Prepare spreadsheets, visuals, tables, graphs and scientific posters for major publications and scientific meetings
- Perform administrative duties for research projects such as submitting research grant applications, overseeing research meetings, and generating annual reports of the department's research activities
- Direct and mentor undergraduates undertaking summer attachments, internships, and field studies at Singapore General Hospital

Significant Achievements

- Spearheaded project involving study on premature babies and their primary developmental problems. Ensured program and project monitoring evaluations are effectively carried out and proactively suggested measures to keep project on schedule and within budget
- Recognized by head of department and supervisor for keen attention to detail and accuracy, as well as ability to quickly learn new skills and deliver projects on time and with the highest standards of quality

- o Gained deep understanding of healthcare services, clinical outcomes research and administrative procedures

[As you may not be able to demonstrate a lot of quantitative results with research roles, ensure that your CV still has plenty of relevant highlights of accomplishments you've acquired from the positions you've held. These may include projects you led, recognitions you received, and additional knowledge (or technical skills) you acquired from the role.]

RESEARCH ASSISTANT, PSYCHOLOGY DEPARTMENT

Apr 2007—May 2010

National University of Singapore

- Managed all aspects of psychological studies for 3 years including administration and ensuring all deliverables are met on time [For previous roles, short and concise descriptions should do. Be sure, however, to include all relevant information.]
- Directed data coding in SPSS for project involving 3,000 respondents in 12 towns across 6 Asian countries
- Conducted interviews and FGDs, crafted psychological reviews, and prepared budget and technical reports

Significant Achievements

- o Pivotal role in conceptualising and writing project paper for leading causes of Alzheimer's Disease in Asia which was published in Time magazine's official website in Dec 2009 [Again, published works should be highlighted.]

EDUCATION

Masters in Health Management and Public Health

- University of New South Wales • Australia • 2007

Bachelor of Science

- Concentration in Psychology • National University of Singapore • 2005

RESEARCH & PUBLICATIONS

- Cedrick Chan, Marie Tan, Shariq Ali Yuan. The Use of Complementary and Alternative Medicine in Chronic Pain Patients in Singapore: A Single-Centre Study. Ann Acad Med Singapore 2013; 42:133-7
- Chan CK, Chui JM, Boey SK, Ong DC. Factors affecting development of Alzheimer's Disease among Elderly in Asia: Singapore General Hospital Experience. 2009 Dec; 110(3):397-401
- Chan CK, Waters ML (2008) (Eds.), HIV-AIDS and Homosexuality in Asia: AMIC-UNESCO Publication

[This section is exclusive to researcher resumes where you can list down your researches, published studies, and/or edited manifestos that will greatly boost your profile as a research professional.]

TECHNICAL SKILLS

MS Office Suite • SPSS • STATA

MISCELLANEOUS INFORMATION

Nationality: Singaporean

Languages: English and Mandarin

Availability: Immediately

REFERENCES

Available upon request

[There's no need to list your references; if HR is interested in you they will ask you for them.]