

# **Donna M. Burns**

3278 South Wadsworth Blvd., #1-59 ~ Lakewood, CO 80227 ~ 303.984.6123 ~ [Donna.M.Burns1@gmail.com](mailto:Donna.M.Burns1@gmail.com)

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The Colorado Department of Labor and Employment (CDLE) is sponsoring a program called **HIRE COLORADO**. The purpose of this program is to assist unemployed applicants to obtain gainful employment. **CDLE is offering to pay up to \$6,000.00 of my salary**. This payment is to train me for a position within a company with the hopes that I will continue to be employed on a full-time and permanent basis after the training period is completed. This is a limited program that expires in September. I am writing to request that you post my resume on the Colorado BioScience Association web site or forward my resume to interested companies.

I am very passionate about the bioscience and pharmaceutical industries. I have found it very rewarding to be a part of research that is designed to benefit medical advancement. As an accomplished professional my experience has included working with regulatory affairs and clinical trials, health and safety, and brain trauma rehabilitation, however, I am very interested in expanding my knowledge. I am willing to be trained for other opportunities as well.

In addition to my desire to obtain employment in the bioscience or pharmaceutical industries, you will find that I am a dedicated and driven professional. I would be pleased to meet with you to discuss any employment opportunities. My resume is attached below, and the CDLE information on how \$6,000.00 of my salary will be paid if I am hired is attached as well. I may be contacted at 303.984.6123. I look forward to hearing from you soon.

Best Regards,

**Donna M. Burns**

Attachments: CDLE Hire Colorado Program Information

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## **OBJECTIVE**

I am seeking a position where my diverse knowledge and experience may contribute to a company's growth and productivity. I am interested in an environment where new ideas are welcome and valued as an asset. Although my primary experience is in Regulatory Affairs and Clinical Trials, I am interested in a bioscience/pharmaceutical position with stability and a future.

## **ACCOMPLISHMENTS**

- Streamlined business operations and increased revenues by eliminating inefficient procedures, by implementing new procedures, and by developing consistency within projects.
- Founded and managed, "*The Drug Study Center*," a clinical trial research clinic, which significantly reduced departmental and patient expenses. This allowed for a growth in patient population and an increase in grant funding.
- Provided leadership in program development.
- Improved employee moral, team cohesiveness, and rapport by creating successful interactions, a pleasant atmosphere and a mutual respect.
- Maintained a professional, competent and efficient response team.
- Organizational Development Agent to implement changes in culture.
- Initiated research that was instrumental in obtaining FDA approval for Cognex, a drug used in the treatment of Alzheimer's Disease.
- Personalized patient support, which resulted in obtaining outreach assistance to aide in the process of disease management.

## **EDUCATION**

### **Texas Tech University**

#### ***Master of Arts Degree***

Experimental Neuropsychology

Sigma Xi Certificate of Distinction Award

Experimental Council Member

### **University of New Mexico**

#### ***Bachelor of Science Degree***

Major: Experimental Neuropsychology

Minor: Biology

Distinguished Undergraduate Scholarship

## **PROFESSIONAL PUBLICATIONS**

Collaborated in writing the following Journal Articles:

- "*A double-blind placebo-controlled clinical trial of subcutaneous recombinant human ciliary neurotrophic factor [rHCNTF] in amyotrophic lateral sclerosis*"
- "*Placebo-controlled trial of gabapentin in patients with amyotrophic lateral sclerosis*"

## **VOLUNTEER WORK**

Implemented and managed the Great Books Program, a program designed to improve critical thinking skills in school-aged children. Developed classroom curriculum and supervised parent volunteers. Ensured every child in a school of over 600 students (grades 1-6), would have the opportunity to participate in the program.

## CLINICAL AND RESEARCH EXPERIENCE

- Managed Regulatory Affairs and/or Clinical Trials for:
  - Amyotrophic Lateral Sclerosis (ALS), Alzheimer's Disease, asthma, allergy, ADHD, varicella, Tourette's, Botox in migranes and muscle function, osteoarthritis, diabetes, multiple sclerosis, epilepsy, incontinence, pain.
  - the Veterans Program for Research and Long-Term Care
- Performed timely filing of regulatory documents for clinical research trials.
- Interpreted Regulations/Policies, ensured compliance with protocols, the Internal Review Board, Good Clinical Practice, and the FDA Federal Code of Regulations.
- Liaison between physicians, pharmaceutical companies, outside agencies, patients.
- Project management – team selection - team building – training.
- Report writing and quality review of data output.
- Collaborated in developing investigator driven research projects.
- Prepared manuscript for publication.
- Involved in contract negotiations and resolution of legal issues.
- Performed the full spectrum of a clinical research coordinator.
- Completed successful FDA Audits.
- Conducted drug accountability, submitted safety reports, counseled patients.
- Translated medical terminology into simplistic language to produce newspaper and radio advertisements, and patient brochures.

## *Neuropsychological Experience*

- Developed head trauma rehabilitation techniques, tailored to improve the individual dysfunction of each patient.
- Trained at the Rusk Institute for Head Trauma, in New York.
- Wrote evaluation reports and testing summaries.
- Counseled adults and children with brain injury as well as family members.

## AWARDS ~ TRAINING ~ CERTIFICATIONS

Certificate in Project Management  
CPR, AED and Bloodborne Pathogens Certification  
Hazardous Waste Training

Extraordinary Achievements Award  
Excellence in Leadership Award  
Team Building Award

## PROFESSIONAL EXPERIENCE

- Created Health and Safety Plans, and Health and Safety Reference Guidelines.
- Ensured company 801 Regulatory Compliance.
- Customized MSHA and OSHA training resources through the analysis of vendors.
- Ensured employees had current training and certifications.
- Researched, compiled and evaluated information to support decision alternatives.
- Facilitated the timely completion of projects by collaborating with others to accomplish goals and to meet deadlines.
- Worked with Union Representatives to ensure employment law compliance.
- Participated in activities that promoted positive internal and external working relationships: Combined Federal Campaign - Regional Work Force Planning.

**WORK EXPERIENCE**

**Mountain View Clinical Research** – 03/09 to 12/09

*Regulatory Affairs Coordinator*

**ISYS Technologies** - 05/08 to 12/08

*Program Coordinator*

**Golder Associates** - 07/06 to 05/08

*Health & Safety Coordinator ~ Task Manager ~ Group Administrator*

**United States Department of Agriculture**

**Food and Nutrition Service/WIC** - 01/04 to 07/06

*Secretary of Office Automation*

**Denver Research Institute** – 11/02 to 12/03

*Regulatory Affairs Coordinator*

**1<sup>ST</sup> Allergy Clinical Research** - 03/02 to 11/02

*Clinical Research Coordinator*

**Colorado Neurological Institute** - 10/99 to 03/02

*Clinical Research Coordinator*

**University of Colorado Health Sciences Center**

**Division of Neurology, Center for Vitamin Research** - 06/94 to 10/99

*Senior Professional Research Assistant/CRC*

**Neuro-Rehab Associates** - 06/93 to 06/94

*Neuropsychological Associate*

**Texas Tech Health Sciences Center, Division of Neurology** - 02/92 to 05/93

*Research Assistant*