Phyllis Bauman   
4994 Haven Lane   
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**Objective:** To obtain Medical Writer position and to contribute to the success of the company.   
  
**Summary of Qualifications**  
  
Highly experienced in writing accurate scientific medical articles for journals and publications   
Extensive knowledge of medical terms ad jargons   
Operational knowledge of drug development, clinical trial and other practices   
Familiarity with Data vision tool and internet research   
Proficient in using MS Office tools   
Immense ability to produce regulatory documents for clinical research by working with teams   
Ability to write English clearly and concisely   
Familiarity with American Medical Association (AMA) guidelines and Good Publication Practice (GPP)   
Extensive knowledge of Biology, Pharmacology, Biochemistry and Biomedicine   
  
**Employment History**   
  
Medical Writer, 2010 - Present   
BioPoint Inc - Horsham, PA   
  
Prepared clinical regulatory documents following predefined guidelines in a team environment.   
Developed client-specific medical content.   
Educated colleagues and clients on medical writing issues.   
Produced clinical study reports , study protocols and related medical reports.   
Actively participated in meetings involving clients and colleagues.   
Developed manuscripts and documents for publication.   
Worked with document management system and other tools of the company.   
Ensured accuracy and consistency of all documents compliant with company rules.   
  
**Education**   
  
Bachelor's Degree in Biochemistry, 2010   
Occidental College, Los Angeles, CA   
GPA 3.29 (on scale of 4.0)