SAUDA MUHAMMAD, MS
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SUMMARY OF EXPERIENCE

- Results driven professional with 9 years of experience in project management/coordination, data analysis, project design and implementation, public health research, demography and program monitoring/evaluation.
- Verifiable record of working with individual and aggregate level public health data focused on community/behavioral health and the social determinants of health.
- Strong interpersonal skills, written and oral communication, detail oriented, proactive, project budgeting, and highly efficient project management.

EDUCATION

MA University of Maryland Baltimore County **May 2014**
Applied Sociology, Concentration: Public Health
Graduate Certificate in Nonprofit Management

Related Coursework: Epidemiology, Research Methodology, Statistics, Health Care Delivery and Systems, SAS for Social Scientists

BA Salisbury University **May 2012**
Double Major in Political Science and English, minor in Business and Professional Writing

EXPERIENCE

Manager of Clinical Studies **August 2020-Present**
New York Blood Center, New York, NY

- Manage multiple research studies including observational studies and clinical trials.
- Clinical Trials
    - Oversee the preparation of study materials including the informed consent documents, case report forms (CRFs), enrollment logs, and drug/device accountability logs.
    - Manage study files and regulatory binders.
    - Follow all sponsor terms and conditions, including education, IRB approval, conflict of interest disclosure, health and safety protections for participants and staff and any financial terms or conditions.
    - Staying well versed and updated on the protocol, e.g., study proceedings and timelines, inclusion and exclusion criteria, confidentiality, and privacy protections.
    - Provide appropriate training and tools for study team members (Good Clinical Practices, CITI, Firecrest), document date of training and signatures of study personnel trained on study specific training and delegation logs.
    - Prepare initiation documents (e.g., FDA Forms 1572, CVs, etc.).
    - Obtain informed consent from research participants. Assure that amended consent forms are appropriately implemented and signed.
    - Screen subjects for eligibility using protocol specific inclusion and exclusion criteria.
    - Coordinate participant tests and procedures including blood draws, urine samples, EKGs and processing labs.
    - Maintain adequate inventory of study supplies including investigational drug accountability logs.
    - Coordinate appropriate and timely payments to participants.
    - Providing pre and post screening health counseling.
- Research Studies
    - Assisting with recruiting eligible study participants into HIV research/socio-behavioral studies.
    - Assisting with administering study specific surveys.

- Assisting with the oversight of participant recruitment, engagement, screening, scheduling, retention, & tracking of consented patients.
- Overseeing the day to day operations of the Lab of Infectious Disease.
- Managing clinical staff including clinicians, research counselors, lab coordinators and research assistants.

Research Project Manager **May 2019 – August 2020**

Washington Health Institute, Washington, DC

- Manage 4 research studies including 2 observational studies and 2 clinical trials.
- Observational Studies: The DC Cohort Study and HPV Self Sampling in Women Living with HIV Study
  - Recruiting eligible study participants into the DC Cohort; a multi-site longitudinal clinical study of 10,000 consented participants that monitors quality of/ access to care and screening for people receiving HIV related care in Washington, DC.
  - Recruiting eligible study participants into the HPV Self Sampling Study; an observational pilot study that examines the efficacy of HPV home self-sampling kits for women living with HIV/AIDS in the DC metro region.
  - Conducting focus groups and administering surveys about the efficacy of HPV home self-sampling.
  - Managing the oversight of participant recruitment, engagement, screening, scheduling, retention, & tracking of 300 consented patients.
  - Managing the budget, financial reports, supplies, time sheet approval and coordination of study activities such as IRB approval, human subjects study protocols and SOPs, regulatory site visits and informed patient consenting.
  - Abstracting clinical and demographic information for DC Cohort study participants from their EHRs (ECW) into a managed clinical database (MIDAS) for statistical analysis.
  - Exporting data from ECW to excel and text files for data cleaning, responding to internal and external data query requests, and performing quality assurance.
- Clinical Trials: Bictegravir, Emtricitabine & Tenofovir Alafenamide Switch Trial, and Dolutegravir Switch Trial
  - Prepare study materials including the informed consent documents, case report forms (CRFs), enrollment logs, and drug/device accountability logs.
  - Manage study files and regulatory binders.
  - Follow all sponsor terms and conditions, including education, IRB approval, conflict of interest disclosure, health and safety protections for participants and staff and any financial terms or conditions.
  - Staying well versed and updated on the protocol, e.g., study proceedings and timelines, inclusion and exclusion criteria, confidentiality, and privacy protections.
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  - Coordinate participant tests and procedures including blood draws, urine samples, EKGs and processing labs.
  - Maintain adequate inventory of study supplies including investigational drug accountability logs.
  - Coordinate appropriate and timely payments to participants.
  - Providing pre and post screening health counseling.
- Data Coordination and Project Management
  - Prepare ongoing and annual grant documentation, reports, and submissions for projects such as Ryan White and HRSA 340B.

- Collect, disseminate, and process aggregate level and individual level data from the EHRs for the 340B program, Ryan White CQM grant reporting specifications and EIS grant reporting specifications.
- Supervising public health interns and research assistants.
- Providing institute wide data management support including running queries for patient health insurance, social work outreach and care retention, patient follow-up appointments, infectious disease trend analyses, PreP/ STI treatment, and M&E purposes.
- Creating monthly data dashboards for monitoring and evaluation purposes.
- Preparing abstracts, literature reviews and analyses for research projects and publications.
- Serve as the Board of Directors Clinical Compliance and Data Quality Committee Liaison.

Program Manager, Epidemiology and Evaluation **March 2018 – April 2019**
Association of Maternal Child Health Programs, Washington, DC

- Project Management
  - Managing projects and deliverables including the Life Course indicators epidemiology workgroup, the Epi Peer to Peer Workforce Development Program and the Harvard Practicum for Epidemiology and Evaluation.
  - Budgeting and processing invoices.
  - Serving as a liaison between internal and external agencies (such as the CDC, NICHQ, USAID, PEPFAR, ASTHO).
  - Assisting with grant and proposal writing.
  - Leading and facilitating trainings and webinars focused on Life Course indicators, evidence based public health practices, capacity building, quality improvement, return on investment, epidemiology the social determinants of health, reproductive justice, contraception, health equity and statistics.
  - Coordinating meetings and conference logistics.
  - Supervising and directing 2 public health interns.
- Data Management and Analysis
  - Creating and maintaining data dashboards and data visualization projects such as monthly data dashboards, static maps, and infographics.
  - Conducting site visits for contracts and analyzing focus group qualitative data.
  - Descriptive data analysis for topics including maternal child health, health education, HIV/reproductive health, international health, health policy and health workforce development using Excel and STATA.
  - Producing briefs and writing reports for research conferences and publications.

Clinical Research Associate **April 2014 – October 2019 (Contractual)**
Maryland Department of Health, Baltimore, MD

- Abstracting clinical and demographic information for suicides, homicides and drug overdose deaths from death certificates, Medical Examiner reports, hospital reports/electronic health records, toxicology reports and police reports into the CDC's National Violent Death Reporting System database at the Office of the Chief Medical Examiner.
- Exporting data from the CDC SAMS database site to excel files for data cleaning, responding to internal and external data query requests, and performing quality assurance.
- Performing data abstraction and cleaning for opioid and other drug overdose deaths through the SUDORS grant.

Research Assistant **December 2014- June 2016**
Synergy Enterprises, Silver Spring, MD

- Descriptive quantitative and qualitative data analysis for topics including education, drug abuse, population health, international public health, maternal and child health, WASH and emergency preparedness for contracts from entities such as the CDC, USAID, PEPFAR, SAMHSA, NCES and NIDA.
- Data entry and cleaning using SPSS and Excel.

- Conducting literature reviews on education, drug abuse, population health, international public health, maternal and child health, and emergency preparedness.
- Creating, distributing and managing surveys in Qualtrics.

Epidemiology Research Assistant (Part time) **January 2013-December 2014**
University of Maryland Baltimore County, Baltimore, MD

- Conducting literature reviews on topics including HIV, community health and healthcare access.
- Survey development and implementation.
- Screening, obtaining consent from and tracking eligible participants to participate in a study focused on access to health care and resources for participants living in subsidized housing.
- Conducting face to face interviews on the participants.
- Performing descriptive quantitative and qualitative analysis using SPSS.
- Writing final reports and case studies.
- Building partnerships with public and clinical health partners for the duration of the study.

Community Health Intern **September 2009- May 2012**
Salisbury University, Salisbury, MD

- Collaborating with community members and local stakeholders including UPRMC, Wicomico County Health Department and Wicomico County Public Schools to implement a community health and wellness program focused on preventative health screenings and exercise.
- Performing outreach to the local community and building relationships with local health stakeholders to secure funding for activity space and local public health initiatives such as blood drives, early health screenings for infants and children and after school exercise programs.
- Helped to organize annual community health campaigns including preventative health screenings (blood pressure monitoring, dietary modifications and management, diabetes management, mental health awareness, and exercise activities) at the Salisbury University campus for community members.

INTERNATIONAL EXPERIENCE

Public Health Volunteer- Tamale, Ghana **May 2012- December 2012**
I volunteered at a local community center where we worked with community stakeholders to provide young women information on nutrition, vaccines, WASH, prenatal/antenatal care and healthy living. This was a part of a pilot program implemented by researchers at the Komfo Anokye Teaching Hospital in Kumasi, Ghana.

PRESENTATIONS AND RESEARCH PROJECTS

Research Project, "Evaluating Hospital to Home Care Transitions in Minority Seniors Living in Public Housing" (2014)
Research Presentation, "The Economic Hardship Index and Concentrated Disadvantage: A Comparison Between Two Measures of Community Disadvantage for Illinois and Maryland" (2018-2019)
Research Presentation, "The Life Course Indicators Roundtable: Community Resiliency" (2018)
Research Project, "A Comparison of End Stage Renal Failure in Patients living with HIV with Public and Private Insurance" (TBD)

SKILLS

Programs: EClinical Works (Electronic Health Records), Medidata, SPSS, STATA, Microsoft Office Suite, Qualtrics, Survey Monkey, Asana Project Management

Knowledge Areas: International public health (Sub-Saharan Africa and the Caribbean), behavioral/community health, maternal and child health, chronic diseases, infectious diseases, health care delivery and systems, social

epidemiology, monitoring and evaluation, survey methodology, program development and implementation, evidence based practices, limited French speaking skills

CERTIFICATIONS

IATA Certification

GCP Certification

FireCrest Certification

CITI HIPS/HIPAA Certification

PROFESSIONAL AFFILIATIONS

Alpha Kappa Delta Honors Society

Golden Key International Honors Society