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Rachel Morgan Rentfro

PROFESSIONAL SUMMARY

Research Analyst with 10+ years of experience working in both academic and medical research with a focus on cognitive abilities, Multiple Sclerosis, and Parkinson's research. Skilled in data entry and data collection. Author on two Alemtuzumab posters. Electrodiagnostic Technician professionally certified in BAEP, SEP, and VEP. Professionally trained in EEG and OCT. Extensive knowledge of platforms such as multiple EDCs, IWRS, Filemaker, Microsoft Office, and Schooldocs. Skilled with website and database creation and maintenance. Advised other universities in longitudinal study start-ups. Strong research professional working on a master's degree from Vanderbilt University, expected May 2021.

Work Experience	<p>July 2010-Present</p> <p>The Study of Mathematically Precocious Youth Vanderbilt University Nashville, TN Research Analyst II</p> <ul style="list-style-type: none">• Extensive work with programs, such as SPSS, Excel, and Microsoft Word• Created Filemaker database for participant data maintenance• Act as a mediator between participants and staff• Conduct phone surveys• Conduct criterion searches• Locate participants for mailings• Set up social media accounts for SMPY to help keep track of participants and communicate our findings• Perform basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies• Created and maintain websites• Advised Duke University in the beginning phase of their longitudinal intelligence study
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August 2016- Present

**Programs for Talented Youth
Vanderbilt University
Nashville, TN**

Enrollment Manager and Social Media Coordinator

- Extensive work with programs, such as SPSS and Microsoft Office
- Retain participant records in Filemaker and Schooldocs
- Create invoices for participants
- Regularly trained in PCI Compliance for participant credit card payments
- Maintain social media accounts for PTY on Facebook, Twitter, and Instagram
- Utilize Linktree, Hootsuite, and Canva for social media posts
- Perform basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies
- Maintain websites

March 2015- August 2016

**Advanced Neurosciences Institute
Franklin, TN**

**Clinical Research Coordinator and Electrodiagnostic
Technician**

- Worked with Multiple Sclerosis and Parkinson's patients, taking vital signs and discussing medications and adverse events
- Performed electrodiagnostic assessments, such as Evoked Potentials (EP) and Electroencephalogram (EEG) tests
- Conducted Optical Coherence Tomography (OCT)
- Performed phlebotomy collection and processed labs
- Worked in electronic databases, such as Medidata and Inform
- Conducted phone surveys
- Performed basic secretarial duties, including, but not limited to, sending faxes, answering phones, and making copies
- Executed Multiple Sclerosis Function Composites (MSFC)
- Authored two Alemtuzumab posters

<p>Education</p>	<p style="text-align: center;">2017-2021 Vanderbilt University Nashville, TN Master of Liberal Arts</p> <ul style="list-style-type: none"> • Expected Graduation Date of May 2021 • Cumulative GPA of 3.91 on a 4.0 Scale <p style="text-align: center;">2008-2010 The University of Tennessee Martin, TN Bachelor of Arts, Psychology</p> <ul style="list-style-type: none"> • Cumulative GPA of 3.66 on a 4.0 scale • Graduated Magna Cum Laude • Ranked in the Top 10% of my Class • Honorary Dean’s List Recipient Every Semester
<p>Work-Related Training</p>	<p style="text-align: center;">2016 Larry Head Institute Ann Arbor, MI Electrodiagnostic Certification</p> <ul style="list-style-type: none"> • Brainstem Auditory Evoked Potentials (BAEP) • Somatosensory Evoked Potentials (SEP) • Visual Evoked Potentials (VEP)
<p>Awards Received</p>	<ul style="list-style-type: none"> • Vanderbilt University Staff Advisory Council Member of the Month, September 2014 • Ranked in Top 3% of Major Field Exit Exam, 2010 • Awarded Magna Cum Laude in the National Scholar’s Honor Society, 2010 • Psi Chi Secretary, 2009-2010 • Won Honorable Mention for Poster at 2008 Mid-South Psychology Conference