



SAMUEL ORTIZ

Research Project Manager

City, ST
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(123) 456-7890
LinkedIn | Portfolio

Research Project Manager with six years of experience overseeing biotech and academic studies. Expertise in grant management, cross-institution collaboration, and data-sharing protocols, having delivered \$2 million in milestones on time.

Professional Experience

June 2019 -
Present

Research Project Manager *BioGen Labs, San Diego, CA*

- Managed \$2 million in grant funding for four cancer research projects, meeting all deadlines.
- Improved data-sharing workflows, increasing efficiency by 40%.

August 2015 - May
2019

Lab Coordinator *UCSD Department of Biology, San Diego, CA*

- Supervised daily lab operations for 10 research assistants and maintained inventory.
- Developed automated reporting that reduced data-entry errors by 30%.

Education

Ph.D. in Molecular Biology UCSD | 2015

B.S. in Biology UCLA | 2011

Key Skills

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Grant Management

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Cross-Institution Coordination

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Data Workflow Optimization

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Lab Operations

Certifications

CITI Program Research Ethics | 2016