



Lee A. Tolbert Community Academy

3400 Paseo Boulevard, Kansas City, MO 64109

June 15, 2024

**To:** Bishop Mark Tolbert, Chairman BOE  
LATCA Board of Education

**From:** Dr. Donnie Mitchell, Superintendent

**Re:** Resume review

The attached resume is for BOE review for a potential new BOE candidate. Thank you.

# RAEVYNN A. CARTER

---

## SUMMARY

Dedicated Clinical Research Associate with a strong background in ensuring data integrity, conducting live process audits, and adhering to FDA compliance. Proven experience in coordinating and monitoring studies from initiation to completion, coupled with a commitment to maintaining high-quality documentation. Eager to contribute my skills to a dynamic research environment, driving advancements in clinical trials and ultimately improving patient outcomes. Seeking opportunities to further enhance my proficiency in clinical research methodologies and contribute to the success of groundbreaking studies in the field.

## EXPERIENCE

### CLINICAL RESEARCH ASSOCIATE. ALTASCIENCES | 2022-PRESENT

Served as primary contact for research participants, regulatory agencies, and sponsors. Coordinate and monitor the study from beginning to end. Coordinate the specimen collection from participants and the specimen processing. Ensure compliance with research protocols while performing live process audits. Ensure proficient documentation and patient research data in the appropriate files per the institution and regulatory requirements.

### BUSINESS DEVELOPMENT ASSOCIATE. RTS FINANCIAL | 05/2022-12/2022

Responsible for sourcing and developing new business opportunities while building and maintaining new and current client relationships. Ability to cross-sell multiple solutions to maximize the company's yield. Frequently negotiate spreads and maximize profitability on all new business.

### SALES SPECIALISTS. APPLE INC. | 09/2020 - 05/2022

Responsible for creating excitement around the featured products and finding the right solutions to the customer's problems, Discovering the customer's pain points, and being very knowledgeable of the products and services that Apple has to offer.

## EDUCATION

### UNIVERSITY OF MISSOURI KANSAS-CITY. B.S BIOLOGICAL SCIENCES. 05/2022

Abundance of course works in Microbiology, Biochemistry, General Biology, advanced psychology, and human behavior. Over 250+ hours of hands-on laboratory training.

### PARK UNIVERSITY. MASTERS OF BUSINESS ADMINISTRATION 05/2024

Coursework in Organizational Behavior, Business Analytics, Business Law, Strategic Financing, Marketing Analytics, innovation and quality management.

CERTIFICATIONS

CITI PROGRAM: Research Documentation, Good Laboratory Documentation, HIPAA Certification, CPR and Basic Life Support.

# RAEVYNN A. CARTER

---

## SUMMARY

Dedicated Clinical Research Associate with a strong background in ensuring data integrity, conducting live process audits, and adhering to FDA compliance. Proven experience in coordinating and monitoring studies from initiation to completion, coupled with a commitment to maintaining high-quality documentation. Eager to contribute my skills to a dynamic research environment, driving advancements in clinical trials and ultimately improving patient outcomes. Seeking opportunities to further enhance my proficiency in clinical research methodologies and contribute to the success of groundbreaking studies in the field.

## EXPERIENCE

### CLINICAL RESEARCH ASSOCIATE. ALTASCIENCES | 2022-PRESENT

Served as primary contact for research participants, regulatory agencies, and sponsors. Coordinate and monitor the study from beginning to end. Coordinate the specimen collection from participants and the specimen processing. Ensure compliance with research protocols while performing live process audits. Ensure proficient documentation and patient research data in the appropriate files per the institution and regulatory requirements.

### BUSINESS DEVELOPMENT ASSOCIATE. RTS FINANCIAL | 05/2022-12/2022

Responsible for sourcing and developing new business opportunities while building and maintaining new and current client relationships. Ability to cross-sell multiple solutions to maximize the company's yield. Frequently negotiate spreads and maximize profitability on all new business.

### SALES SPECIALISTS. APPLE INC. | 09/2020 - 05/2022

Responsible for creating excitement around the featured products and finding the right solutions to the customer's problems, Discovering the customer's pain points, and being very knowledgeable of the products and services that Apple has to offer.

## EDUCATION

### UNIVERSITY OF MISSOURI KANSAS-CITY. B.S BIOLOGICAL SCIENCES. 05/2022

Abundance of course works in Microbiology, Biochemistry, General Biology, advanced psychology, and human behavior. Over 250+ hours of hands-on laboratory training.

### PARK UNIVERSITY. MASTERS OF BUSINESS ADMINISTRATION 05/2024

Coursework in Organizational Behavior, Business Analytics, Business Law, Strategic Financing, Marketing Analytics, innovation and quality management.

## CERTIFICATIONS

CITI PROGRAM: Research Documentation, Good Laboratory Documentation, HIPAA Certification, CPR and Basic Life Support.