

Domonique Hopkins

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Summary

Results-oriented health research and science technical communications professional with experience in producing various products, including user guides, metrics reports, forms formatting, and visual presentations. Specializes in health research-related content, editing, proofreading, composition, and information translation to graphic illustrations and infographics.

Expertise	Technical Writing	Microsoft Office Suite	User Manual Development
	Scientific Writing	Adobe Creative Cloud	Quality Control/Assurance
	SOP Development	Tableau	UX/UI Design
	Medical Terminology	SQL	Canva

Experience

Biospecimen Operations Analyst | National Cancer Institute (NCI) **June 2021 - Present**

- Develop research standard operating procedures (SOPs), operations manuals, and training manuals.
- Develop and implement protocols, including study-related documents, regulatory concerns, and audit forms.
- Coordinate documentation of IT requirements in alignment with operation protocol and workflows.
- Evaluate performance metrics and translate findings into summaries, reports, briefings, and presentations.

Global Noncommunicable Diseases Intern | RTI International **Dec 2021 - July 2022**

- Conducted systematic searches and literature reviews on international public health interventions.
- Performed literature data extractions for epidemiological concept applications in LMICs.
- Developed materials for stakeholder engagement, including presentations and feedback surveys.
- Summarized background research findings in written reports for internal and external stakeholders.

Medical Technologist | Quest Diagnostics **Dec 2020 - May 2021**

- Performed complex assays on biological samples in accordance with CLIA, HIPAA, and OSHA guidelines.
- Reported test results into the laboratory information system (LIS) for physician review and interpretation.
- Maintained QC analysis documentation to ensure accurate clinical data and proper instrument function.
- Managed reagents and test kit inventory through received dates, expiration dates, and opened dates.

Health Science Intern | ICF **Dec 2020 - Feb 2021**

- Developed and reviewed summaries for scientific articles and peer-reviewed literature.
- Maintained references and citations for technical reports using citation management software.
- Synthesized text, illustrations, charts, and numerical data in a professional and visually appealing manner.
- Edited standardized QA and QC procedures on documents and reports.

Lab Associate | Quest Diagnostics **Nov 2016 - May 2020**

- Accessioned biological samples using a laboratory information management system (LIMS).
- Evaluated biological samples for proper processing, reporting, ICD-10 codes, and record maintenance.
- Prepared protocols, logs, and other laboratory documents for routine and non-routine use and assignments.
- Maintained inventory of consumable items including reagents and supplies.

Education	Master of Public Health (MPH) George Washington University - Aug 2022
	Bachelor of Science, Public Health Shenandoah University - Dec 2019
