

Jacqueline E. Durfee

jdurfee@bnac.net
Office: 716-859-3579

----- Work Experience -----

12/17-Present: Buffalo Neuroimaging Analysis Center (BNAC)
Admin. Asst. Jacobs Neurological Institute, Buffalo General Hospital
To Dr. Robert Zivadinov 100 High Street, Buffalo NY 14203

12/2005-1/2017: Buffalo Neuroimaging Analysis Center (BNAC),
Clinical Trial Jacobs Neurological Institute, Buffalo General Hospital
Research Asst.: 100 High Street, Buffalo NY 14203

- For multiple clinical trial studies: download, process, inspect, and consolidate incoming patient exams and tag appropriately after parameter checks (as per specific protocol)
- Scan analysis (semi-automated) of lesion load, brain atrophy, and lesion activity.
- Data upload and storage, file documentation
- Quantitative MRI reports as requested
- Monitor scans for abnormal activity/safety data and report as necessary
- Participate in the set up and monitoring of clinical trials
- Print analysis reports and store as per study guidelines
- Quality control of research assistant calculations to ensure consistency and accuracy as well as adherence to established guidelines
- Assist in training and monitoring new research assistants and visiting fellows
- Compile, edit and proofread abstracts, posters and other written material for publication or conference presentations in Word, Excel, and PowerPoint

1/96-11/05: Completed 2nd bachelor degree in Computer Information Systems while working from home
Bookkeeping, correspondence, business mailings, database services

1/92-9/95: Office Manager, National Audubon Society, Rocky Mountain Reg. Office, 4150 Darley Ave., Boulder, Colorado 80303
Fundraising, chapter outreach, quarterly newsletter, correspondence, meetings/seminars, mass mailings

9/91-12/91: Kelly Temporary Services, Boulder, Colorado
General office tasks at multiple locations

3/90-8/90: Office of the Chief Executive Officer, University Health Center, 1 S. Prospect Street, Burlington, Vermont
Medical office duties, including patient contact/coordination

10/89-2/90: Kelly Temporary Services, Burlington, Vermont
Miscellaneous temporary office assignments

- 11/88-9/89:** **Administrative Assistant, Deutsche Bank Government Securities, Inc.**
31 W. 52nd Street, New York, NY 10019 (formerly at 40 Wall Street, NY)
 Bond purchase and sale trends, upload/download real time information for traders;
 translations

- 8/87-6/88:** **Editorial Assistant, Max Planck Institute for Human Development & Education,**
Lentzealle 94, W. Berlin, Germany
 Manuscript editing, proofreading, appointments, mentoring visiting scholars, research
 for publications/manuscripts

- 1/81-4/87:** **Bilingual Secretary, Office of the Director, Max Planck Institute for Human**
Development & Education, W. Berlin, Germany.
 General office tasks, German/English translation

----- Education -----

- May 2005:** B.Sc. Computer Information Systems, Buffalo State College, Buffalo, New York

- March 1984:** Berlin Chamber of Commerce Certificate in Business Translation (German/English).
 Akademie für Fremdsprachen, W. Berlin, Germany

- June 1980:** B.A. in European Studies, University of Limerick, Ireland
Major: Comparative European Politics, Economics, & History. Degree included
 two cooperative traineeships: Munich (6 months), West Berlin (4 months)

- Award: 12/2008:** Buffalo Neuroimaging Analysis Center Employee of the Year Award

- Languages:** English (native); German (fluent); French (good); Irish (fair)

- Computer Skills:** MS Word, Excel, Access, PowerPoint, C++, Visual Basic, COBOL, Unix/
 RedHat/Ubuntu Linux, Programming for the Web (HTML), SQL
