

MARIYA CHERNEVA, MA

Buffalo Neuroimaging Analysis Center

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May 23, 2011

Title(s): *Senior Clinical Trial Research Assistant/Senior Administrative Assistant/Training Records Manager*

Education

2009 – 2011

Niagara University, Niagara Falls, USA

- *MA in Interdisciplinary Studies*

2002 - 2008

New Bulgarian University, Sofia, Bulgaria (Thesis: Enchantments to Local Government Tax Administration; Date of Defense May 2008)

- *Public Administration- Bachelors Degree in Public Administration*

2005

University of Bologna, Forli, Italy

- *MIREES - Student exchange scholarship*

Certifications

2006

- *TOEFL (Test of English as a Foreign Language)*

Training

2008

- *21 CFR Part 11*
- *HIPPA Basics*
- *CITI*

2011

- *FEMA*

Experience

May 2011 – Present Senior *Clinical Trial Research Assistant/Senior Administrative Assistant/Training Records Manager, Buffalo Neuroimaging Analysis Center, Buffalo, New York*

- *Lesion analysis in clinical trial research studies (Phase II and Phase III studies)*
- *Activity Analysis SALA*
- *Assist in a variety of complex activities involved in the collection compilation, documentation and analysis of clinical research data*
- *Training Records Management*
- *Maintain office supplies, order as necessary*
- *Send out invitations for BNAC Symposia and MRI seminar programs and organize binders*
- *Attendance log, time sheet tracking and vacation scheduling for BNAC staff*
- *Accounting – book keeping*
- *Paper submission to Medical Journals*

March 2011 – Present *Clinical Trial Research Assistant/Senior Administrative Assistant/Training Records Manager, Buffalo Neuroimaging Analysis Center, Buffalo, New York*

- *Lesion analysis in clinical trial research studies (Phase II and Phase III studies)*
- *Assist in a variety of complex activities involved in the collection compilation, documentation and analysis of clinical research data*
- *Training Records Management*
- *Maintain office supplies, order as necessary*
- *Send out invitations for BNAC Symposia and MRI seminar programs and organize binders*
- *Attendance log, time sheet tracking and vacation scheduling for BNAC staff*
- *Accounting – book keeping*
- *Paper submission to Medical Journals*

June 2010 – March 2011 *Clinical Trial Research Assistant/Training Records Manager, Buffalo Neuroimaging Analysis Center, Buffalo, New York*

- *MRI Analysis (T1, T2, Gadolinium lesion number and volume)*
- *Scan retrieval and file conversion (UNC, NIFTI and Analyze)*
- *File scan coregistration and verification*
- *Siena, Sienax, MTR, DTI, DWI and MFAST analysis and verification*
- *Calculation in clinical trial research studies*
- *Assist in a variety of complex activities involved in the collection compilation, documentation and analysis of clinical research data*
- *Training Records Management*
- *Maintain office supplies, order as necessary*
- *Send out invitations for BNAC Symposia and MRI seminar programs and organize binders*
- *Attendance log, time sheet tracking and vacation scheduling for BNAC staff*
- *Accounting – book keeping*
- *Paper submission to Medical Journals*

May 2009 – June 2010 *Clinical Trial Research Assistant/Administrative Assistant/Training Records Manager, Buffalo Neuroimaging Analysis Center, Buffalo, New York*

- *MRI Analysis (T1, T2, Gadolinium lesion number and volume)*
- *Scan retrieval and file conversion (UNC, NIFTI and Analyze)*
- *File scan coregistration and verification*
- *Siena, Sienax, MTR, DTI, DWI and MFAST analysis and verification*
- *Calculation in clinical trial research studies*
- *Assist in a variety of complex activities involved in the collection compilation, documentation and analysis of clinical research data*
- *Training Records Management*
- *Retrieve medical journals, abstracts and articles as requested*
- *Maintain office supplies, order as necessary*
- *Send out invitations for BNAC Symposia and MRI seminar programs*
- *Attendance log, time sheet tracking and vacation scheduling for BNAC staff*

July 2008 – May 2009 *Research/Administrative Assistant/Training Records Manager, Buffalo Neuroimaging Analysis Center, Buffalo, New York*

- *Analyzing Magnetic Resonance Images, T1, T2, Gadolinium Analysis*
- *Sequence verification and coregistration*
- *Database use and analysis retrieval, command line scripts*
- *Managing employees training records*
- *Disseminate newly approved or revised SOPs to appropriate units to certify*
- *Communicate with all employees regarding relevant training requirements*
- *Miscellaneous administrative duties/ Front Desk Management*

June 2008 – July 2008 *Research/Administrative Assistant* Buffalo Neuroimaging AnalysisCenter, Buffalo, New York

- *Analyzing MRIs (training)-T2 Analysis*
- *Scan verification*
- *Miscellaneous administrative duties*
- *Database use and analysis retrieval and data upload*

Aug 2007 - Oct 2007

Medical Records Clerk for Brylin Hospital, Buffalo, New York

- *Assembled, sorted and filed patient records.*
- *Delivered and collected records in a timely manner.*
- *Fulfilled telephone requests for records and other pertinent information.*
- *Locates, signs out, and delivers medical records requested by hospital departments*
- *Examine patient medical records for completeness ensuring all required information is included*

June 2000 – May 2002

Secretary for Organization of Bulgarian Scouts, Yambol, Bulgaria

- *Created and maintained documentation and files for record keeping systems.*
- *Organized meetings*

June 1998 – July 2007

Grocery and Variety Store Manager for Maria83 (family owned business), Yambol, Bulgaria

- *Analyzing sales figures and forecasting future sales volumes to maximize profits*
- *Using information technology to record sales figures and for data analysis forward planning*
- *Responding to customer complaints and comments*
- *Organizing special promotions and displays*
- *Sales*

Languages

- First Language: Bulgarian
- Other Languages:

	Communication	Reading	Writing
English	Excellent/Fluent	Excellent/Fluent	Excellent/Fluent
Italian	Good	Very Good	Good
Macedonian	Excellent/Fluent	Excellent/Fluent	Excellent/Fluent

Computer Skills

Knowledge in the operation of the following:

- Microsoft Windows
- Microsoft Office - Including Word, Excel and PowerPoint
- Linux/Unix and Matlab2007
- JIM – Java Imaging Manipulator
- MACC – Minimum Area Contour Change
- ALDO – Automated Lesion Detection and Outliner
- Adobe Photoshop
- Internet navigation and research
- FSL

Awards

- ERASMUS Fellowship - *University of Bologna, Forli, Italy*
- Employee of Third Quarter 2010 – Buffalo Neuroimaging Analysis Center
- Employee of the Year 2010 – Buffalo Neuroimaging Analysis Center

Publications: (in reverse chronological order)

Refereed Journals:

Published

1. Weinstock-Guttman B, Zivadinov R, Qu J, Cookfair D, Duan X, Bang E, Bergsland N, Hussein S, **Cherneva, M**, Willis L, Heininen-Brown M, Ramanathan M. *Vitamin D metabolites are associated with clinical and MRI outcomes in multiple sclerosis patients.* JNNP (CC; PBM)

Abstracts:

1. Zivadinov R, Cutter G, Marr K, Ramanathan M, Benedict RHB, Elfadil M, Bergsland N, Morgan C, Carl E, Hojnacki D, Yeh E, Willis L, **Cherneva M**, Hussein S, Durfee J, Kennedy C, Dwyer M, Weinstock-Guttman B. *MRI results of blinded chronic cerebrospinal venous insufficiency study in patients with multiple sclerosis, healthy controls and patients with other neurologic diseases.* Mult Scler 2010;16 (Suppl 10); P318,S99.
2. Zivadinov R, Dwyer M, Hussein S, Carl E, Durfee J, Kennedy C, Andrews MA, Hojnacki D, Heininen-Brown M, Willis L, **Cherneva M**, Bergsland N, Weinstock-Guttman B. *Evolution of voxel-wise magnetisation transfer ratio in natalizumab and interferon beta treated patients with multiple sclerosis A case-control, 2-year follow-up study.* Mult Scler 2010;16 (Suppl 10); P319,S100.
3. Zivadinov R, Heininen-Brown M, Schirda C, Magnano C, Hojnacki D, Kennedy C, Carl E, Bergsland N, Hussein S, **Cherneva M**, Willis L, Dwyer M, Weinstock-Guttman B. *Multiple sclerosis patients with chronic cerebrospinal venous insufficiency present with increased iron concentration on susceptibility-weighted imaging in deep-grey matter.* Mult Scler 2010;16 (Suppl 10); P774,S268.
4. Weinstock-Guttman B, Zivadinov R, Qu J, Bang E, Hojnacki D, Munschauer FE, Bergsland N, Hussein S, **Cherneva M**, Willis L, Ramanathan M. *Vitamin D metabolites are linked to clinical and MRI outcomes in multiple sclerosis patients.* Neurology 2010;74 (Suppl 2): PD5.009, A405.