

# Anna Rodriguez

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## SUMMARY

Research professional with three years of experience coordinating human participant studies in educational and psychological research settings. Manages recruitment, screening, scheduling, retention, **participant tracking**, **data collection**, incentives, documentation, and study timelines across concurrent longitudinal projects. Uses R and SPSS to clean, validate, merge, organize, and analyze research datasets, then translates findings into clear reports, presentations, grant materials, and manuscript contributions. Supports protocol refinement, evaluation planning, research staff training, quality assurance, and corrective action. Applies IRB requirements, human subjects protections, **federal regulations**, sponsor expectations, and institutional procedures in daily study operations. Brings a practical, collaborative approach to research coordination and can support rigorous **intervention studies** from participant engagement through scholarly reporting.

## EXPERIENCE

### Research Coordinator, Human Participant Studies

July 2024 - Present

Crescent Behavioral Research Collaborative

Atlanta, GA

Coordinates two longitudinal human participant studies focused on mentoring and learning experiences. Owns participant operations, incentive controls, quantitative data workflows, regulatory files, reporting, and staff guidance while supporting principal investigators with dependable study execution.

- Coordinated **recruitment**, screening, **scheduling**, retention, and data collection for 180 enrolled participants.
- Built tracking workflows linking consent **milestones**, survey windows, interviews, and incentive eligibility.
- Reconciled gift card records with approved budgets, resolving discrepancies through documented reviews.
- Cleaned and merged survey datasets in R and **SPSS** using reproducible quality checks.
- Prepared descriptive analyses, visual summaries, progress **reports**, and **presentations** for research meetings.
- Maintained IRB files, protocol versions, training records, and corrective action documentation.

### Research Assistant, Quantitative Educational Research

October 2023 - June 2024

Peachtree Education Research Center

Atlanta, GA

Supported quantitative **educational research** with graduate and undergraduate participants. Managed scheduled data collection, consent records, analysis ready files, supervised statistical work, procedure guides, assistant training, and IRB aligned quality reviews.

- Supported scheduled **data collection** for educational studies with graduate and undergraduate participants.
- Screened prospective participants, scheduled activities, and documented **retention** contacts for follow up.
- Prepared **R** and **SPSS** files from survey exports, checking coding, duplicates, and missing values.
- Conducted supervised descriptive and inferential analyses for reports and conference materials.
- Drafted procedure guides and trained **student assistants** on data entry and protocol standards.
- Reviewed study activities against IRB procedures, escalating documentation gaps for correction.

## PROJECTS

### Mentoring Study Data Quality Framework 📅 2025

Created a repeatable framework for participant tracking, dataset validation, incentive reconciliation, and quality review across longitudinal mentoring research. The work improved visibility across study milestones and supported clearer discussions with principal investigators.

### Educational Research Reporting Workflow 📅 2024

Built a practical workflow connecting R and SPSS preparation, descriptive analysis, visual summaries, and research reporting. This approach helped convert study outputs into readable materials for project leads and research meetings.

## LEADERSHIP & AWARDS

- Recognized by research leads for dependable participant tracking and organized study documentation.
- Trusted to guide student assistants through data entry checks and protocol specific procedures.
- Selected to prepare clear progress materials for principal investigator and grant update discussions.

## EDUCATION

### Bachelor's Degree in Psychology

2023

Georgia State University GPA: 3.7

Atlanta, GA

**Coursework:** Quantitative Research Methods, Psychological Research, Statistics, Human Development

CERTIFICATIONS

- CITI Program Human Subjects Research, Social and Behavioral Research 📅 2023
- CITI Program Responsible Conduct of Research 📅 2024

TECHNICAL SKILLS

- **Research Operations:** Recruitment, Screening, Scheduling
- **Participant Management:** Retention, Tracking, Data Collection
- **Quantitative Software:** R, SPSS, Statistical Analysis
- **Data Management:** Cleaning, Validation, Integration
- **Study Quality:** Quality Assurance, Range Checks, Missing Data Reviews
- **Research Compliance:** IRB Requirements, Federal Regulations, Institutional Policies
- **Study Design:** Protocols, Evaluation Plans, Research Procedures
- **Research Reporting:** Progress Reports, Technical Reports, Grant Reporting
- **Scholarly Products:** Manuscripts, Publications, Presentations
- **Research Training:** Laboratory Personnel, Student Assistants, Graduate Researchers
- **Project Coordination:** Timelines, Milestones, Deliverables
- **Incentive Administration:** Gift Cards, Budget Tracking, Reconciliation

SKILLS

- |                           |                         |                          |                        |
|---------------------------|-------------------------|--------------------------|------------------------|
| • Human Subjects Research | • Study Scheduling      | • Psychological Research | • Data Cleaning        |
| • Research Coordination   | • Participant Retention | • Quantitative Methods   | • Data Validation      |
| • Participant Recruitment | • Intervention Studies  | • R                      | • Statistical Analysis |
| • Participant Screening   | • Educational Research  | • SPSS                   |                        |

PROFESSIONAL AFFILIATIONS

- Human Subjects Research community, with ongoing focus on ethical participant protections and compliant study operations.
- Educational and Psychological Research network, supporting evidence based methods and collaborative scholarly work.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST