



Anna Rodriguez

Research Professional, Life Science Research

☎ (404) 555-6821 ✉ anna.rodriguez@example.com

🌐 linkedin.com/example/annarodriguez 📍 Decatur, GA 30030

STRENGTHS

- 👥 **Participant Operations**
Built tracking routines for consent, scheduling, retention, and incentives. Colleagues relied on clear status records during busy study periods.
- 📊 **Data Quality**
Used R and SPSS checks to resolve coding, missing data, and duplicate issues. Clean files made analysis discussions easier.
- ♥️ **Research Compliance**
Kept IRB records and protocol materials current. A careful review habit helped surface documentation gaps early.
- 🎓 **Staff Training**
Wrote practical procedure guides and coached student assistants. New team members gained confidence with study standards.
- 📌 **Research Reporting**
Turned analyses into concise reports, visuals, and presentations. Principal investigators received materials ready for useful discussion.

SKILLS

- Human Subjects Research
- Research Coordination
- Participant Recruitment
- Participant Screening
- Study Scheduling
- Participant Retention
- Intervention Studies

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

Crescent Behavioral Research Collaborative 📅 July 2024 - Present 📍 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

Peachtree Education Research Center 📅 October 2023 - June 2024 📍 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

Educational Research

Psychological Research

Quantitative Methods R SPSS

Data Cleaning Data Validation

Statistical Analysis

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Research Coordinator,
Human Participant Studies at
Crescent Behavioral Research
Collaborative (2.2 Years)

● Research Assistant,
Quantitative Educational
Research at Peachtree
Education Research Center (8
Months)

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

Georgia State University 🎓 GPA: 3.7 📅 2023 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST