

Natalia Cortez

Professional Aide, Research Project Coordinator

📞 (734) 555-6183 ✉ natalia.cortez@example.com

🌐 linkedin.com/example/nataliacortez 📍 Ypsilanti, MI 48197

STRENGTHS

- 📁 **Research Operations**
Keeps calendars, records, databases, and handoffs visible. Teams gained a steadier rhythm when project details were easy to find.
- 👥 **Assistant Supervision**
Assigned and reviewed student research work across semesters. A clear handoff routine helped assistants start confidently and stay productive.
- 📂 **Data Organization**
Reworked shared repositories around naming and access practices. Colleagues found current files faster, with fewer questions about versions.
- ♥️ **Scholarly Writing**
Prepared tables, literature evidence, and revision records for manuscripts. Careful source tracking made senior review more focused.
- 📅 **Event Coordination**
Handled agendas, materials, virtual access, and follow up for research events. Participants arrived prepared, and action items remained visible.

SKILLS

Research Project Coordination

Education Research

Networked Improvement
Community

Online Databases

Research Data Organization

Data Storage

Software License Tracking

Research Assistant Supervision

Multi Site Research

SUMMARY

Research project coordinator with five years supporting **education research**, networked improvement communities, multi site data operations, **research assistants**, events, **funder reporting**, and scholarly dissemination. Maintains accessible **online research databases**, shared data storage, software license records, study calendars, and documented workflows that preserve continuity across concurrent projects. Coordinates with faculty investigators, postdoctoral researchers, cross site facilitators, undergraduate and graduate assistants, and external partners. Supervises assistant assignments, reviews deliverables, and preserves reliable handoffs across academic cycles. Prepares organized data summaries, activity records, meeting materials, event documentation, literature syntheses, manuscript components, and publication revisions. Brings clear written communication and dependable research operations that support funder facing reporting, peer reviewed articles, and strong collaboration across remote friendly university research environments.

EXPERIENCE

Research Project Coordinator

Lakeshore Center for Education Research 📅 July 2024 - Present 📍 Ypsilanti, MI

Coordinate operations for a multi site **education research** collaborative, supporting study calendars, data access, assistant supervision, events, reporting inputs, and publication work. Partner with senior researchers and cross site stakeholders to sustain organized workflows and dependable **project continuity**.

- Coordinate multi site study calendars, data workflows, assistant assignments, events, and publication milestones.
- Reorganized **online databases** and shared storage using documented naming, access, and archival practices.
- Track **software licenses**, renewal dates, users, and project dependencies, preventing interruptions across active studies.
- Supervise five undergraduate and graduate assistants through assignments, reviews, and semester transition handoffs.
- Prepare data summaries, activity records, and milestone information for funder facing reporting requirements.
- Coordinate **research events** and prepare tables, **literature synthesis**, methods notes, and manuscript revisions.

Research Operations Specialist

Great Lakes Learning Collaborative 📅 January 2022 - June 2024 📍 Detroit, MI

Supported teacher education improvement studies through coordinated project records, shared datasets, research assistant assignments, workshops, meeting outputs, and scholarly dissemination. Kept overlapping studies organized by clarifying deliverables, documenting evidence, and following open work through completion.

- Supported teacher education studies through project records, participant schedules, datasets, and action tracking.
- Maintained cloud repositories with access documentation and version practices for current analysis materials.
- Coordinated undergraduate assistants across coding, source review, transcription checks, and documentation assignments.
- Produced status summaries and evidence inventories showing incomplete data, deliverables, and project support needs.
- Managed cross institution workshops with agendas, participant materials, virtual access, and follow up records.
- Checked references, organized tables and figures, maintained revision logs, and prepared manuscript components.

Funder Reporting Support

Event Coordination

Academic Writing

Literature Synthesis

Manuscript Preparation

Remote Collaboration

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Research Project
Coordinator at Lakeshore Center
for Education Research (2.2
Years)

● Research Operations
Specialist at Great Lakes
Learning Collaborative (2.4
Years)

● Research Program Assistant
at Metro Education Policy Lab (3
Months)

Research Program Assistant

Metro Education Policy Lab 📅 September 2021 - December 2021 📍 Detroit, MI

Supported **education research** operations through structured project files, literature evidence, meeting logistics, task tracking, data checks, and procedural guidance for undergraduate researchers. Strengthened continuity by keeping study materials current and escalating methodological questions to senior staff.

- Maintained datasets, meeting records, and analysis materials under established research documentation protocols.
- Prepared literature matrices and source summaries with traceable evidence for manuscripts and background sections.
- Coordinated research meetings and virtual events with current agendas, links, and supporting materials.
- Updated task trackers after meetings and followed open items through completion for stronger continuity.
- Checked expected fields and naming conventions before analyst review, documenting irregularities for senior staff.
- Supported undergraduate researchers with repository questions while referring methodology decisions to senior researchers.

PROJECTS

Networked Improvement Data Hub 📅 2024

Created an organized operating model for accessible online databases, shared storage, software records, and project handoffs across education research teams. Clear documentation gave collaborators dependable access to current materials and reporting evidence.

Cross Site Research Convening 📅 2023

Coordinated a multi institution research convening with agendas, participant materials, virtual access, and follow up records. Strong preparation helped researchers exchange findings and carry action items into subsequent project cycles.

LEADERSHIP & AWARDS

- Recognized by senior researchers for dependable continuity across semester transitions and assistant handoffs.
- Selected to prepare organized evidence, tables, and milestone records supporting cross site reporting and manuscripts.
- Entrusted with supervision of five undergraduate and graduate research assistants across concurrent education studies.

EDUCATION

Master of Arts in Educational Research

Wayne State University 🎓 GPA: 4.0 📅 2021 📍 Detroit, MI

Coursework: Education research, research methods, data analysis, scholarly writing

Bachelor of Arts in Education Studies

Eastern Michigan University 🎓 GPA: 4.0 📅 2019 📍 Ypsilanti, MI

Coursework: Education policy, learning theory, research methods, academic writing

CERTIFICATIONS

- Human Subjects Research, CITI Program 📅 2026
- Research Data Management Certificate, University Continuing Education 📅 2025

TECHNICAL SKILLS

- **Research Databases:** Online databases, shared repositories, database administration
- **Data Management:** Data storage, data organization, archival practices
- **Research Coordination:** Project calendars, milestone tracking, action tracking

- **Research Collaboration:** Networked improvement communities, multi site studies, cross site work
- **Research Reporting:** Funder reporting, activity records, evidence inventories
- **Research Writing:** Peer reviewed articles, manuscript preparation, literature synthesis
- **Research Assistance:** Undergraduate assistants, graduate assistants, assignment review
- **Event Operations:** Research events, workshops, virtual convenings
- **Documentation Systems:** Naming conventions, access documentation, revision logs
- **Software Administration:** Software licenses, renewal tracking, user access

PROFESSIONAL AFFILIATIONS

- Member, American Educational Research Association, supporting ongoing engagement with education research practice.
- Member, Association for Educational Communications and Technology, connecting research operations with scholarly collaboration.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST