

Jonathan Phillips

Research Assistant

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Senior Research Assistant with 7 years on federally funded health disparities and substance use studies. Lead recruitment for two R01 projects, manage IRB submissions across three sites, and co-author manuscripts. Bilingual in Spanish; experienced with clinical chart abstraction and qualitative coding in Dedoose.

Professional Experience

Senior Research Assistant | Sandia Health Equity Research Group, Albuquerque, NM
2022 – Present

- Lead recruitment and retention for a 4-year R01 on opioid use in rural communities; enrolled 312 participants against a target of 280 ahead of schedule
- Manage IRB protocols across three clinic sites and prepared the continuing review that secured a no-cost extension
- Train and supervise three junior RAs on chart abstraction in Epic and on REDCap data entry
- Co-authored two manuscripts (Drug and Alcohol Dependence; AJPH) and built supplementary tables for both
- Run weekly data audits and reduced missing data on key variables from around 11% to under 3% over the first year

Research Assistant | Rio Grande Community Health Center, Albuquerque, NM
2020 – 2022

- Conducted 64 semi-structured interviews in English and Spanish with patients enrolled in a diabetes self-management trial
- Coded transcripts in Dedoose using a team codebook; participated in weekly consensus meetings
- Coordinated participant payments (Greenphire ClinCard) and reconciled disbursements monthly with finance
- Drafted plain-language summaries of findings for the patient advisory board
- Supported the PI in revising the survey instrument after pilot feedback from 20 patients

Clinical Research Coordinator (Title II) | Mesa Verde Pediatric Research Center, Santa Fe, NM
2018 – 2020

- Screened pediatric patients for a vaccine immunogenicity study and obtained parental consent in clinic
- Maintained source documents and prepared regulatory binders for two FDA monitoring visits with zero major findings
- Coordinated sample shipments to the central lab and tracked chain-of-custody for blood and saliva samples
- Entered data into Medidata Rave and resolved queries within an average of two business days

Research Assistant | UNM Department of Sociology, Albuquerque, NM
2017 – 2018

- Cleaned and merged ACS and state Medicaid files in Stata for a study on rural insurance coverage
 - Produced descriptive tables and maps using QGIS for a working paper
 - Wrote literature review sections covering 40+ articles for a grant resubmission
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Education

M.P.H., Epidemiology, University of New Mexico, 2020

B.A., Sociology (Minor: Spanish), University of New Mexico, 2017

CITI Program: Human Subjects Research, Good Clinical Practice, and Responsible Conduct of Research (current)

SoCRA Certified Clinical Research Professional (CCRP), 2021

Key Skills

- IRB protocol development and continuing review submissions
- REDCap design, data entry, and reporting
- Qualitative coding in Dedoose and NVivo
- Medidata Rave EDC and query resolution
- Manuscript preparation and table/figure development
- Regulatory binder maintenance and FDA monitoring visit support
- Multi-site recruitment and retention strategy
- Epic chart abstraction and EHR data pulls
- Quantitative analysis in Stata and R
- Bilingual English/Spanish interviewing and consenting
- Training and supervising junior research staff
- REDCap and ClinCard participant payment reconciliation