

# Christian Colunga

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## SUMMARY

Project coordinator with 4+ years of experience overseeing federally funded research studies, collaborating with primary stakeholders, and contributing to positive outcomes within research and higher education. Skilled in interpersonal communication, data management, recruitment pipelines, and process improvement. Seeking roles in project management and sales development at innovative organizations.

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## PROFESSIONAL EXPERIENCE

### University of Texas MD Anderson Cancer Center Study Coordinator, Health Disparities Research

Houston, TX  
May 2025 – Present

- Develops and maintains strong relationships with 100+ research participants, ensuring high retention rates and clear communication, resulting in a 5% increase in study engagement.
- Fosters a welcoming, participant-centered environment by coordinating check-ins, instructing participants through an 8-week session program, and reinforcing study expectations.
- Collects and validates anthropometric data across 100+ independently-led appointments for a multi-phase research project, ensuring 99% accuracy and compliance with study protocols.
- Designs 4 targeted newsletters featuring educational resources based on participant interests, supporting ongoing engagement and retention across current and future cohorts.

### Research Data Coordinator, Cancer Prevention Research

March 2023 – May 2025

- Owned end-to-end recruitment and participant management for 400+ individuals, including outreach, tracking, enrollment, follow-up, and compensation workflow using Excel, Outlook, and REDCap.
- Developed weekly meeting agendas, tracked action items, aligned stakeholders on timelines, potential bottlenecks, and priorities. Recognized by the Principal Investigator as “The Glue of the Project”.
- Generated weekly recruitment and financial reports to ensure goals are met timely and within budget.
- Facilitated 30+ virtual workshops (5–20 attendees) and coordinated logistics such as managing breakout rooms, chat monitoring, timing, and providing technical support.

### The University of Texas at Austin Lead Peer Mentor, TIP Scholars Program

Austin, TX  
August 2021 – May 2022

- Facilitated bi-weekly training sessions for 40+ mentors on leadership and professional development.
- Ensured 100% completion of evaluations via Qualtrics by establishing timely reminders and follow-up.

### Peer Mentor, TIP Scholars Program

August 2020 – May 2022

- Conducted 1:1 and group meetings to provide tailored support and promote program engagement.
- Provided personalized support plans and resource referrals tailored to student goals and challenges.

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## EDUCATION

The University of Texas at Austin  
Bachelors of Science and Arts (B.S.A) in Biochemistry  
Minor in Media and Entertainment Industries

Austin, TX  
August 2022

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## ADDITIONAL INFORMATION

- **Skills:** Project Coordination, Data Management, Organization, Adaptability, Participant Management, Customer Engagement, Cold Calling, Lead Generation, Budget Forecasting, Agile and Waterfall.
- **Technology:** REDCap, Microsoft Excel, Microsoft Teams, Outlook Calendar, Google Workspace, Canva, Notion, Qualtrics, IBM SPSS, MS Copilot AI, ATLAS.ti
- **Community Leadership:** Volunteers as a Teacher and Coordinator at church
- **Interests:** Music, Exercising, Reading, Crocheting, Fragrances, Art, Passionate about Food & Coffee