

CYNTHIA M. ROCHA

Remote — Illinois · [REDACTED]

PROFESSIONAL EXPERIENCE

Qualitative Research Interviewer (Remote, Contract)

Nutrition Coordinating Center (NCC)

University of Minnesota January 2026 – Present

- Conduct structured qualitative interviews with precise documentation and confidentiality.
- Transcribe and enter data into specialized research systems following strict protocols.
- Maintain organized records ensuring data integrity across projects.
- Handle sensitive information in compliance with ethical standards.

Virtual Patient Coordinator (Remote)

Spring Fertility — June 2025 – October 2025

- Primary contact for high-volume patient communication.
- Ensured completion of intake documentation and maintained accurate client records.
- Scheduled appointments and coordinated multi-provider calendars.

Admissions Administrative Assistant

Waubensee Community College — Jan 2024–Jan 2025

- Processed 3,500+ applications with high accuracy across multiple systems.
- Identified and mitigated 100+ fraudulent submissions.
- Managed inquiries and maintained communication logs.

ADVOCACY, LEADERSHIP & RESEARCH EXPERIENCE

Cofounder & Research Analyst — Pride and Plasma (2022–2024)

- Co-authored policy recommendations and contributed testimony to the FDA Blood Products Advisory Committee supporting changes to national blood donation guidelines.

Public Advocacy — City of Aurora (2023–2024)

- Delivered public comment and engaged with city leadership on community issues.
- Advocated for Spanish-language accessibility in municipal communication.

EDUCATION

B.S. Healthcare Administration — *Aurora University* (2024–2025)

SKILLS

- Bilingual (English/Spanish) · Community outreach · Public speaking · Policy research · Confidential data handling