RICK R. CORDOVA JR., MHA, CCRP

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SUMMARY

Certified clinical research professional with 15 years of experience, specialized in oncology, hematology, and BMT clinical trials, clinical database systems, and regulatory compliance for high-profile clinical trials. Skilled in effective clinical trial management, efficient data management, and a detail-oriented, audit-ready mindset. Bring a strong foundation of practical clinical trial skills and professional acumen to adapt quickly to dynamic clinical environments.

Core Competencies: Oncology Clinical Research Project Management | Hematology & BMT Trials Operations | Clinical Data Systems | SOP Development | CAPAs | IATA

Technical Skills: MS Office & Advanced Excel | EPIC Hyperspace EMR | OnCore CTMS | Florence eBinders | EDC Systems eCRFs | SQL Server | NLP Validation Systems

Languages: English – Native | Spanish – Intermediate (Read/Write/Speak)

EDUCATION & CERTIFICATIONS

- **Master of Health Administration (MHA)** – University of La Verne — Graduated Jun 2021
- **Bachelor of Science (B.S.) in Biology** – CSU, San Bernardino — Graduated Jun 2014

Professional Development:

- GCP/HSP and Biosafety Curricula – CITI Program (see LinkedIn for Certificates) — 2013 – Present
- CRC & CRN On Boarding Program – Barnett International, Inc. (22.5hrs) — 2018
- Analytics Boot Camp – Microsoft Excel Essentials – Management Concepts, Inc.® — 2013

Certifications:

- Project Management Professional (PMP) – PMIC, Inc. (*In Progress)* — *Feb. 2026*
- Certified Clinical Research Professional (CCRP), SoCRA, Member ID# 64525 — Mar. 2019 – Jul. 2026
- The Ultimate MySQL Bootcamp (20.5hrs) Certificate of Completion – Udemy — 2021

PROFESSIONAL EXPERIENCE

IQVIA – San Dimas, CA — **Dec 2025 – Present**

Site Research Assistant (Part-Time, On-site)

- Responsible for assisting the site in recruitment, data entry, and all aspects of clinical trial operations

City of Hope National Medical Center – Duarte, CA — **Jul 2017 – Nov 2025**

Disease Registry Systems Specialist (Leukemia) – Feb 2021 to Present (Full-time, Remote)

- Lead enhancements to the Leukemia Disease Registry with over 1000 pediatric and adult myeloid neoplasm cases to aligning forms with evolving research protocols and recent updates to ICD-O and ELN classification standards.
- Manually abstract key non-discrete clinical data variables at defined timepoints for project data needs from Epic Hyperspace EMR and older EMR systems
- Conducted ongoing data review using an internal analytics platform, verifying accurate data over multiple projects.
- Validated thousands of NLP-derived variables in inter-departmental collaboration with data scientists, resulting in development of several curated database views of complex data elements into a searchable data lake system.
- Partner with cross-functional teams to support study design, manage data request, and deliver required data sets.
- Mentor new specialists and shared best practices in data SOP governance and abstraction guidelines.

Clinical Research Coordinator II (Leukemia) – **Jul 2017 to Jan 2021** (Full-time, On-Site/Hybrid)

- Effectively managed ~20 industry, co-op, and Investigator-initiated hematology and BMT trials at various stages of the trial lifecycle and at various phase of study (Pilot to Phase III).
- Prepared, tracked and monitored IRB submission including continuing reviews, amendments, deviations, SAEs, and CAPAs through the full review process to ensure timely approval, especially multi-site cohort expansion protocols.
- Collaborate with principal investigator and staff during cross-functionals teams revise key trial documents to improve language and update formatting prior to IRB submission and review.
- Developed and updated study tracking tools, spreadsheets, templates, and other documents to improve efficiencies.
- Organized monitoring visits and completed items as requested from monitors to ensure study is always audit ready.

Kaiser Permanente (SCPMG) – Riverside, CA (Full-time, On-Site) **Apr 2016 – Jul 2017**

Research Associate II – Cancer Clinical Trials Access Program (CCTAP)

- Coordinated day-to-day activities of solid and hematological oncology protocols from cooperative groups and industry.
- Maintained detailed research documents for data entry, adverse event reporting, and regulatory compliance of site staff.
- Facilitated subject research visits including escorting patients to lab for research lab collections and to doctor visit.
- Centrifuged, aliquoted, processed, and shipped all bio-specimens from site to bio-repositories per IATA guidelines.
- Developed study tracking tools to support other sites in maintaining protocol compliance for certain protocol tasks.

Loma Linda Vet. Assoc. for Research and Edu. (LLVARE) – Redlands, CA **Jun 2011 – Apr 2016**

Clinical Research Assistant II – Oct 2015 to Apr 2016 (Full-time, On-Site at Jerry L Pettis Loma Linda VA HCS)

- Primarily responsible for supporting the Regulatory Specialist in all submissions, including initial submissions, continuing reviews, close-outs, updating training records, CVs, and financial conflicts of interest forms.
- Meticulously organized and updated all sections of trial regulatory binders per protocol and according to CSP SMART guidelines ensuring documentation is audit-ready.
- Developed a regulatory compliance tracking that streamlined and consolidated alerts for expiring personnel records, training, and protocol-specific documentation.

Clinical Research Assistant I – June 2011 to Oct 2015 (Part-Time, On-Site at Jerry L. Pettis Loma Linda VA HC)

- Cross-trained across industry, VA CSP, and investigator-initiated protocols in cardiology, cardiac device, oncology, PTSD, and Depression.
- Managed patient consenting, enrollment, randomization, and visit data abstraction from EHR and questionnaires.
- Collected and processed blood samples in compliance with protocol and IATA shipping standards.
- Assisted with IRB and R&DC regulatory submissions, including continuing reviews, amendments, and study closeouts.
- Maintained comprehensive research documentation, tracking logs, and regulatory binders to ensure full audit readiness.

Upward Bound @ CSUSB – San Bernardino, CA (Part-Time, On-site**)** **Dec 2010 – Jan 2015**

Math Tutor, Special Consultant (Summer Program)

- Responsible for tutoring high school students in mathematics from Pre-Algebra to Calculus, as well as served as a chaperone for educational field trips and activities across Southern California.
- Assisted students with mathematical concepts, rules, formulas, and memorization techniques to improve their math skills throughout the school year and summer program.
- Documented tutoring encounters through an internal tutoring management software to track progress of student utilization of tutoring resources.

LEADERSHIP & EXTRACURRICULAR

Co-Chair, Young Professional Network @ City of Hope (Professional Resource Group) **2021-2022**

- Developed online-based opportunities to network with colleagues during COVID pandemic.
- Facilitated the contract execution and coordinated workshop logistics for assigned presenters during Diversity Week.

Co-Director, Finance Director, Pre-Medical and Pre-Health Conference @ CSUSB **2012-2014**

- Led the planning and execution of a student-run conference with over 500 students, faculty, and health education organization to promote understand of careers in medicine and the allied health sciences.
- Advocated for and directly influenced the establishment of the CSUSB Health Professional Advising Center (HPAC), creating a permanent campus resource to guide student pursuing careers in medicine and health sciences.

Intern, Arrowhead Regional Medical Center (ARMC) Foundation **2013-2014**

- Conducted evaluations and interviews with dialysis infusion center needs and gathered academic and governmental research regarding kidney disease disparities in the Inland Empire and nationwide.
- Successfully submitted a grant application where the ARMCF was awarded a $50,000 donation from Yuhaaviatam of San Manuel Nation to improve dialysis treatment capacity and patient access at ARMC.