

PROFESSIONAL EXPERIENCE

2010-current: Michigan State University, East Lansing, MI

Project Director, Research

Contact: References Available Upon Request

- Supervise and mentor support staff and students
- Create interviewer training manual
- Organize and execute interviewer training
- Create lab manuals to follow study protocols
- Organize and execute major meetings and events (i.e. Scientific Advisory Board meetings)
- Draft and refine study protocols with study team
- Collaborate with study team on designing and revising participant documents (i.e. letters, consents, scripts, etc.)
- Questionnaire design (i.e. assess study aims and conduct lit searches for valid data tools to create questionnaires such as the "Interviewer Neighborhood Notes" environment assessment tool)
- Work with Data Coordinating Center (DCC) on meta-data for participant document and tracking systems
- Complete Internal Review Board (IRB)-Human Investigation Committee (HIC) applications with study team for submission to various institutions
- Organize and disseminate information pertaining to study team meetings and issues
- Draft and refine marketing materials with study team
- Consult on, and track, grant expenditures and other sources of funding

2010: Team Mental Health Services, Inc., Dearborn, MI

Consultant: Grant and Contract Writer, Marketing

Contact: Brent Mikulski, Vice President (313) 770-3028 and/or
Shawn Siddall, Marketing Assistant (313) 670-1045

- Provided funding consultation for new non-profit Team Cares, Inc.
- Wrote grants considering case management (i.e. collaboration with internal and external providers of assessment, planning, facilitation, and advocacy for options and services to meet an individual's needs), education (i.e. skill development program), rehabilitation (i.e. from incarceration and/or drug abuse), and housing (i.e. half and quarter homes for needy and/or mentally ill clients)
- Developed and fostered relationships with local and national donors and sponsors
- Identified all funding sources (i.e. via Community of Science database (COS), SPIN database)
- Wrote proposals to obtain funding; obtained grant funding for 2 grants in 3 months (PAGE program-integrating prisoners back into society (\$300k/year for 5 years) and JET program helping mentally challenged individuals integrate back into society via jobs and educational assistance (\$100k/year competitive renewal)
- Wrote contracts to obtain funding and/or maintain rights over TMHS clinics and client care
- Event coordination committee member
- Create database to track funding and expenditures

2004-2009: Wayne State University –Sponsored Programs Administration, Detroit, MI

Grant and Contract Officer, III

Contact: Carole Bach (734) 647-1367

- Advised faculty on various funding sources, deadlines, and policy changes
- Trained faculty and staff in proposal writing and the administration of grant funds
- Interviewed, trained, and supervised administrative staff
- Verified and authorized proposals of new staff
- Assisted faculty in proposal preparation and submission of external and internal paperwork
- Acted as liaison between agency representatives and the General Counsel Office, as needed
- Reviewed, negotiated, and authorized grant and contract proposals - institutional signature authority
- Verified university and agency guidelines
- Maintained computerized database for information storage, retrieval, and report preparation
- HIPAA, IRB (HIC and AIC) trained

2005-2008: Northern Neurosciences, Inc. ,San Francisco, CA *The Relation of Haptoglobin Types to the Development of Cerebral Artery Vasospasm* Funded by the American Heart Association

Consultant: Project Director

Contact: Mark Borsody, M.D., Ph.D. (847) 274-1790

- Organized and trained on-site assistants and research nurses
- Conducted patient assessments using the Glasgow Coma Scale and the NIH Stroke Scale
- Obtained informed consent of participants into study
- Obtained and processed blood samples for storage upon consent

2001-2004: The Women's Health Initiative (WHI), Wayne State University – Dept. of Ob/Gyn, Detroit, MI
Study Co-Coordinator

Contact: Simone Brennan (313) 577-1024

- Organized and coordinated outcome measurements for ten-year NIH-funded menopause study
- Compiled data to report qualitatively and quantitatively for scientific committees and journals
- Enrolled study participants for clinic visits
- Interviewed study participants; Administered and scored initial and Phase II cognitive assessments
- Participant case management, as needed
- Maintained certification for clinical area tasks (i.e. blood pressure, heart rate, strength testing)
- Upheld participant confidentiality and made participation decisions according to IRB/HIC and HIPAA standards
- Collaborated with Adherence & Retention Specialist to coordinate participant events and workshops
- Tracked outcomes via data collection, database storage, and customized reports
- Maintained communication with other regional study sites and Central Coordinating Center in Seattle
- Coordinated data sharing and communicated with WHI Memory Study Coordinating Center

1996-2001: Wayne State University & Ob/Gyn, Inc., Detroit, MI

Post-Award Grant & Contract Coordinator

Contact: Private practice disbanded – contact no longer at the institution

- Created training materials for faculty and staff and provided presentations of these materials
- Trained faculty and all personnel on grant budget functions, policies, and procedures
- Supervised office interns
- Acted as liaison between various departments within the Detroit Medical Center and Ob/Gyn research personnel
- Encumbered funds, ensured proper commodity coding on grant requests, assigned purchase orders
- Maintained receivables/payables database, reconciled accounts, monitored line-item spending
- Maintained office inventory

Contractual Work

- Adult abuse and neglect educator for Michigan State University PRO Adult Abuse & Neglect program (2005-2008)
- Board Member, Grant Writer, and Fundraiser for Northern Neurosciences, Inc. (2005-2010)
- Project Coordinator, Grant and Contract Specialist, Lake Biosciences, LLC (2010-)

Computer Skills

- Banner Systems, COEUS (Oracle) database, EndNote, Atlas-ti, Microsoft Office (Outlook, Excel, Powerpoint, Publisher, Word), Google (Chrome, Docs, Doodle, Calendar), WHILMA (Oracle) database, Lotus, Micrografx Flowcharter Suite, RIX (data coordinating system), Experience with Raiser's Edge, Experience with Peachtree, Experience with QuickBooks, internet research tools

EDUCATION

2005-2007: Master of Arts, Applied Anthropology (medical track), Wayne State University - Detroit, MI
1992-1999 (part-time student): Bachelor of Arts, Psychology, Wayne State University - Detroit, MI,
Honor Roll

SERVICE

- Michigan Youth Challenge Academy mentor (2007)
- Wayne State University Scholars Day essay judge (2002-present)
- Cradle Care Program volunteer, Hutzel Hospital, Detroit, Michigan (2002-2006)
- WHI Adherence & Retention Quality Assurance committee member (2001-2004)
- WHI Data Quality Assurance committee member, responsible for monthly reviews of participant charts to ensure proper data collection and maintenance of privacy (2001-2004)
- Vice President of Events, Executive Board Member, Wayne State University College of Liberal Arts and Sciences Alumni Association (2000-2006)
- Board Member, Wayne State University College of Science Alumni Association (2000-2005)
- Amnesty International Freedom Writer (1997-present)
- Oakland County Youth Mentor Program (1993-1996)

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

- American Anthropology Association (AAA)
- National Council of University Research Administrators (NCURA)
- Society of Research Administrators International (SRA)

WRITING EXPERIENCE

- Grant Writer (please see "Professional Experience")
- Senior Lifestyle Choices report to Area Agency on Aging, Southeastern Michigan
- Women of Wayne* newsletter contributor
- Wayne State University *Prospectus* research article contributor
- Haptoglobin Type and the Development of Symptomatic Cerebral Artery Vasospasm After Subarachnoid Hemorrhage*, article submitted