

TAMARA N. HEATON

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PROFESSIONAL

2004-Present: *Grant & Contract Officer III*

Wayne State University – Research Office
Sponsored Programs Administration
Detroit, MI 48201
Contact: Carole Bach (313) 577-9342

- Grant and contract institutional signature authority
- Review, negotiate, and authorize highly complex or major research and instructional grant and contract research proposals
- Verify University and agency guidelines
- Verify and authorize proposals reviewed by subordinate entry-level professional staff
- Assist faculty in proposal preparation and submission of external and internal paperwork (i.e. Form for External Support)
- Advise and assist faculty in identifying funding opportunities to promote research grant activity
- Train faculty and staff in proposal writing and the administration of grant funds
- Advise faculty on various funding sources, deadlines, and policy changes
- Act as liaison between agency representatives and the General Counsel Office to facilitate contractual arrangements for research and instructional projects
- Ensure conformity with University interests and sponsor guidelines
- Interview, train, and supervise administrative staff
- Maintain computerized database for information storage, retrieval, and report preparation
- Computer skills: COEUS (Oracle) database, Windows XP/Windows 2000, Microsoft Office (i.e. Word, Excel, Access), Microsoft Publisher, Internet Research Tools
- HIPAA, Human Investigations Committee / IRB, and Animal Investigation Committee trained

2005-Present: *Research Assistant-The Relation of Haptoglobin Types to the Development of Cerebral Artery Vasospasm*

Wayne State University – Department of Neurology
American Heart Association
Detroit, MI 48201

- Conduct initial assessments using the Glasgow Coma Scale and the NIH Stroke Scale
- Obtain participant consent into study via participant or family member
- Obtain blood samples upon consent and process blood samples
- Separate blood cells and store in sub-below freezer for future lab analysis
- Conduct second assessment at 14 days using Glasgow Coma Scale and NIH Stroke Scale
- Oversee 2 research nurses

2001-2004: *Research Assistant/Outcomes Co-Coordinator for Women's Health Initiative Memory Study (WHIMS)*

Wayne State University - Department of Obstetrics and Gynecology
The Women's Health Initiative
Detroit, MI 48201
Contact: Simone Brennan (313) 833-0715 x2311

- Organized and coordinated outcome measurements for ten-year NIH-funded women's menopausal study (Women's Health Initiative)
- Scheduled study participants for clinic visits
- Interviewed study participants; Administered and scored initial cognitive assessments and Phase II cognitive assessments
- Maintained certification for clinical area tasks
- Adherence & Retention Quality Assurance committee member
- Upheld participant confidentiality and made participation decisions according to Human Investigations Committee / IRB 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 WHIMS Coordinating Center
- Compiled data to report qualitatively and quantitatively for scientific committees and journal publications
- Data Quality Assurance committee member, responsible for monthly reviews of participant charts to ensure proper data collection and maintenance of privacy
- Computer skills: WHILMA (Oracle) database, Windows XP/Windows 98, Microsoft Office (Word, Excel, Access), Microsoft Publisher, Internet Research Tools

1996-2001: *Accounting Assistant I*

Wayne State University & Ob/Gyn, Inc.
Grants and Contracts
Detroit, MI 48201
Contact: Andrew Disbrow (313) 745-7072

- Acted as liaison between various departments within the Detroit Medical Center and Ob/Gyn research personnel to interpret grant budget functions, policies, and procedures
- Encumbered funds
- Ensured proper commodity coding on grant requests
- Assigned purchase orders
- Maintained receivables/payables database
- Reconciled accounts
- Monitored line-item spending
- Trained all faculty and staff personnel on University, Detroit Medical Center, and private corporation procedures
- Maintained office inventory
- Supervised office interns
- Computer skills: University payables database, financial, and Banner systems; Microsoft Office 2000; Lotus (1,2,3, Approach), Micrografix Flowcharter Suite, Power Point

EDUCATION

Present: *Master of Arts program, Applied Medical Anthropology track*
Wayne State University - Detroit, MI
Expected Graduation: June 2007

1992-1999 (as a part-time student): *Bachelor of Arts, psychology major (School of Science)*
Wayne State University - Detroit, MI
Honor Role Student

VOLUNTEER WORK

- Board Member, Grant Writer, and Fundraiser for Northern Neurosciences, Inc. (2005-present)
- Adult abuse and neglect educator for Michigan State University PRO Adult Abuse & Neglect program (2005-present)
- Vice President of Events, Executive Board Member, Wayne State University College of Liberal Arts and Sciences Alumni Association (2000-2005)
- Board Member, Wayne State University College of Science Alumni Association (2000-2005)
- Amnesty International Freedom Writer (1997-present)
- Wayne State Scholars Day essay judge (2002-present)
- Cradle Care Program volunteer, Hutzel Hospital, Detroit, Michigan (2002-2006)

PROFESSIONAL ORGANIZATIONS

- member, National Council of University Research Administrators (NCURA)
- member, Society of Research Administrators International (SRA)

WRITING EXPERIENCE

- Women of Wayne* newsletter contributor
- Wayne State University *Prospectus* research article contributor

PERSONAL

- Professional Actor: Supporting role in the major motion picture, *Amsteroid* (release in 2007); Lead in numerous stage plays; Performed in multiple nationally-syndicated commercials; Wrote and performed for Second City-Detroit, Loose Screws Improv Troupe, Starbrite Productions, and Feral Productions; Alumni opera student of the Rochester Conservatory of Music; Registered actor with The Affiliated Group
- Hobbies: Competitive figure skater with state and regional rankings; poetry writing (noted in *America's Best Young Amateur Poets of 1994*); yoga, aerobics, kickboxing, weightlifting