

Personal Statement:

Research Administration has been a passion of mine for over 15 years. I've work with the RA community in pre-award, post award and in a supporting role as a business analyst. Not it's time to give back, I would like to be the treasure of Region VII to support the community I love and to help it grow.

 Lafayette, CO

 (303) 505-2912

 [garrett.steed@me.com](mailto:garrett.steed@me.com)

 <https://www.linkedin.com/in/garrettsteed/>

## GARRETT STEED

### Professional Profile

Versatile leader with industry expertise ranging from high-tech startups to universities, to F500 global enterprises. Innovative and results-oriented professional recognized for doggedly reducing friction and removing pain through planning, journey-mapping, and cross-functional collaboration—each project tying back to key strategic requirements. Well-versed in empathetic listening and emotional intelligence, known for being a compassionate mentor and coach—enthusiastically sharing knowledge and cheering peer success. Organized and resourceful self-starter who thrives in fast-paced, time-intensive environments, diving into execution details while maintaining alignment with strategic objectives.

### Summary of Core Competencies

#### PROFESSIONAL EXPERTISE

- Business Process Analysis and Improvement
- Systems Integration
- Astute in Agile Principles
- Software Implementation and Upgrades
- User-Focused Functional Design and Testing
- Business Liaison to Engineering and IT
- Business Intelligence and Data Structures

#### STRENGTHS and SKILLS

- Simplify the Complex
- Customer Empathy
- Results through Teamwork
- Influential Decision-Maker
- Active Listener
- Speedy Learner

### Recent Professional Experience

University of Colorado Denver | Anschutz Medical Campus

2020-Present

#### Manager PreAward

Summary: PreAward Manager responsible for over 3000 submissions annually, manage a team of 6+ employees

- Institutional AOR
- Streamlined and improved processes
- Low employee turn over

Vail Resorts - Broomfield, Colorado

2017-2019

*\$2B Fortune 500 company with 40 global resorts across 3 countries serving millions of mountain enthusiasts*

#### SENIOR BUSINESS ANALYST

Summary: Recruited as Lead Business Analyst responsible for rearchitecting HR systems and processes serving 15,000 employees worldwide.

- Collaborated in intensive cross-functional effort to modernize complex HR operations in a six month timeframe, moving from a distributed model to a centralized approach, creating:
  - Improved HR efficiency and bottom line economics
  - Streamlined suite of automated self-service processes
  - Material reduction in manual workload
  - Optimized time-to-delivery cycle

- Managed team responsible for reimagining multiple HR processes impacting 15K global employees—from requirements-gathering, gap analysis, solution-mapping, to implementation and measurement—ultimately resulting in streamlined, automated processes for recruiting, hiring, on-boarding, and holistic compensation process and logistics.
- Directed HR software integration program for eight complex acquisitions, resulting in flawless execution, on-time and on-budget.
- Served as the chief systems administrator for PeopleSoft, an enterprise Oracle product tailored for human capital management, that simplifies day-to-day execution of a variety of complex HR operations.

University of Colorado - Boulder, Colorado	2013-2017
<i>135-year old higher education institution serving 30,000 students annually</i>	
<b>SENIOR BUSINESS ANALYST</b>	2014-2017
<b>SENIOR GRANT OFFICER</b>	2013-2014

**Summary:** Initially hired to manage the implementation and administration of sponsored grants for compliance. Rapidly advanced to Business Analyst after being recognized for software integration expertise and record achievement of goals and objectives within Grants Team. Quickly promoted to Senior Business Analyst after demonstrating compassionate peer mentorship and flawlessly integrating complex systems.

- Managed grant funding team responsible for supporting more than 15 departments and institutions within the University of Colorado, successfully completing 800 active projects generating ~\$50M in funding in a single year.
- Scoped, implemented, and monitored grants regulations project, complete with faculty and staff training to drive 100% compliance for federal and state policies and procedures.
- Served as University’s primary liaison between sponsors and regulatory agencies, contract negotiation skills, relationship-building strengths, and sharp expertise in constantly-changing grant legalities.
- Standardized multi-department processes, resulting in workload efficiency and communication enhancement.
- Systems Administrator for all university grants, HR, and accounting software, responsible for modernizing and maintaining uptime, integration success, and formal training for all system users.
- Reengineered business process and improvement projects for complete integration between grants, contract management, HR, and accounting systems, resulting in streamlined efficiency from pre-grant communication to accounts receivable.

Georgia Institute of Technology - Atlanta, Georgia	2008-2013
<i>One of the top research universities in the country, focused on technology exploration</i>	
<b>CONTRACTING OFFICER</b>	2010-2013
<b>SPONSORED PROGRAMS TRAINING MANAGER</b>	2008-2010

- Hired to ideate and implement training institution for university grant programs, responsible for training faculty and staff on all aspects of external funding, export control, grant accounting, and sourcing funding.
- Orchestrated planning and execution of hosting a seminar consisting of a \$400,000 budget with 1,000 national and international registrants, bringing global notoriety to the university.
- Pioneered inception of Departmental Management Certificate Program—one of the first in the nation—that consistently received honorable mention from external audits.
- Held signature authority managing a portfolio of grants, contracts, and co-operative submissions totaling \$300M in annual proposals, resulting in \$50M annual agreements, with 10% coming from high-profile government agencies such as the CDC, NSF, NIH, FDA, and FAA.
- Developed, documented, released, and managed a new document management workflow for sponsorship programs.

Simulex, Inc. - Lafayette, Indiana	2000-2007
<i>High-tech startup offering synthetic environments for analysis and simulation, a Department of Defense contractor</i>	
<b>ACCOUNTING and HUMAN RESOURCES MANAGER</b>	

- Directed daily operations for the accounting team managing \$2.5M annual payroll, ensuring governance and oversight for all budget and expense reports, employee workload, and travel reimbursements for faculty and staff.
- Facilitated planning and execution of financial growth strategy, in alignment with overall company strategy.
- Served as the organization’s audit liaison, partnering with external audit agency to regularly provide financial information and reporting on federal contracts.
- Developed accounting procedures, employee expense reporting and reimbursement systems based on strict government

regulations such as Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR).

## Education

---

- Purdue University - Bachelor of Science | West Lafayette, Indiana