

I would like to continue to support the Region through service as Treasurer-Elect. I have served in fiduciary roles during the span of my career. As Director of three (3) outpatient clinic, I managed the finances and budgets for the local offices. I have a grasp of the financial reporting that is healthy for a membership organization, having served in this capacity during my volunteer service with Girl Scouts of America and my sorority. I am running because there is a gap to be filled and I know that we need someone in this capacity to be fully functioning and organized. I continue to be passionate about my involvement with NCURA and my role as a Research Administrator.

AREAS OF EXPERTISE

- Research Administration
- Regulatory Compliance
- Forecasting & Budgeting
- Effective Communications
- Operations Management
- Strategic Planning
- Training and Development
- Counseling & Job Coaching
- Purchasing
- Policy & Procedures
- Community Outreach
- Fundraising

Professional Preparation

The University of Arkansas	Psychology	B.A.	1988
The Pennsylvania State University	Training and Development	M.Ed.	2002

Higher Education Experience

2021 -Present: Assoc. Director, Research Administration, College of Health Solutions, Arizona State University

- Promoted to perform similar duties as prior position but with greater leadership capabilities and autonomy.

2018 -2021: Asst. Director, Research Advancement, College of Health Solutions, Arizona State University

- Directs and supervises overall administrative operations of the college's research activities (Pre- and Post-Award) which include operational, strategic and compliance functions.
- Collaborates with team of research advancement staff, principal investigators and the Office for Research & Sponsored Projects Administration (ORSPA) ensuring research process implementation and strategic research initiatives are consistent and in compliance with established guidelines, policies, best practices and regulations.
- Produce and promote events and activities to foster grant seeking at both the college and university levels.
- Coordinate with Arizona State University Foundation to bring donor funds in to support faculty research.

2010 -2018: Grants and Contracts Administrator 4, Research and Outreach, Penn State Harrisburg

- Manage portfolio of research and sponsored projects grants and contracts.
- Assist faculty with the submission of grant proposals to external funding agencies (all types and levels).
- Facilitate pre-award negotiations and award set-up.
- Review and communicate recommended changes in contract language to minimize risk to the University.
- Guide faculty in interpreting and adhering to sponsor and University policy and procedures.
- Monitor appropriateness of expenditures on awards and sub-awards/contracts using the Integrated Business Information System (IBIS) and Strategic Information Management Systems (SIMS).
- Advise on procurement of services and supplies following University policy (competitive bid, sole source, purchased service) to meet project needs.
- Monitor agreements for compliance with contractual requirements.
- Develop and facilitate faculty education programs on specialized research administration topics.
- Train departmental staff in the management of sponsored awards.
- Consult with Research Accounting, Intellectual Property Office, Risk Management, Export Control Unit, Research Protections and other central administration offices regarding special terms and conditions of sponsored programs.
- Serve as Signature Authority for all Proposal Submissions.
- Member and Volunteer for the National Council of University Research Administrators (NCURA). Member of Grants Resource Center, Serve as lead of Best Practices Team.
- The 2016 Recipient of Penn State's Administrative Council on Research Outstanding Service Award
- 2017 Recipient of Penn State's Administrative Council on Research Collaboration Award

2005-2010: Senior Research Support Assoc., Research and Graduate Studies, Penn State Harrisburg

- Reviewed, analyzed and processed sponsored programs proposals to and awards from state and federal agencies, foundations and other public and private funding sources.
- Forecasted reasonable budgets and ensured expenditures were in conformance with published guidelines.
- Assisted faculty and departmental staff with post-award management.
- Maintained compliance with University and sponsor requirements.
- Worked directly with students to process their Graduate Assistantship and Fellowship appointments.

- Completed reports required by the Graduate School. Developed and provided relevant trainings for the Office of Research and Graduate Studies.
- Coordinated Annual Student Research Symposium and served as chair of the advisory committee.

Other Professional Experience

2016-Present: Consultant, Team Hope, National Center for Missing and Exploited Children

- Supervised 19 volunteers who make outbound support calls to families of missing children. Performed the initial intake and make assignments. Facilitated training at the annual meeting and publish a quarterly newsletter and other related tasks. Participated in fundraising for this charitable organization. Had served as a volunteer since 2007.

1999-2011: Community Support Associate, Keystone Residence, Inc. – Harrisburg, PA

- Assisted individuals with special needs to lead “normalized” lives; participated in quarterly and annual review meetings; served as team leader to ensure that all of their needs are met.

2000-2000: Consultant, Discovery House, Inc., Harrisburg, PA

- Provided administrative and clinical support and consultation; trained personnel; supervised clinical and medical staff to ensure that clients’ services remained in compliance with local and state regulations; monitored for quality assurance.

(Note: transitioned out of management at this point for flexibility with child-rearing)

1996-2000: Regional Director, Discovery House, Inc., Harrisburg, PA

- Directed operations of two Drug and Alcohol facilities in Pennsylvania (Harrisburg & Hatboro) with oversight responsibilities for a third program in Cranberry Township, PA.
- Administration duties: developed and implemented needed policy and procedures; prepared for and attended all state audits for the region; developed positive and supportive relationships with local, state and federal officials; supervised and supported all program directors for the region; conducted personnel administration such as recruitment, training, performance appraisals, promotion, disciplinary action, and termination activities; oversaw all aspects of fiscal management.
- Directed complex task of implementing Managed Care as part of company's third-party resources including integrated Health Choices for medical assistance patients.
- Developed and facilitated formal training workshops to educate other community providers about chemical dependency.
- Served as Secretary of State Providers Association (PAMP) for three consecutive terms.
- Grants Management: Managed the proposal process from the point of opportunity identification through submission of the final documents to the sponsoring agency, ensured compliance with award/contract agreements, maintained open communication with the sponsor to facilitate future funding.

1994-2000: Program Director, Discovery House, Inc., Harrisburg, PA

- Enforced the center's policy and procedures, maintained compliance with yearly budgets, administered personnel policies including hiring, training, evaluation and continual motivation
- Procured all needed supplies and materials for the facilities (including Schedule II medication, DEA protocols).
- Pursued funding opportunities through requests for proposals and contracts for services
- Developed community and public relations; coordinated communication with regulatory agencies; ensured compliance with State and Federal Regulations; updated yearly goals and objectives with Executive Director; supervising all administrative, clinical, nursing and medical activities.

1989-1994: Women’s Program Coordinator, Matt Talbot Center, Hummelstown, PA

- Supervised all clinical activities on Women's unit; counseled clients; facilitated group therapy; managed a caseload; developed programming; wrote treatment and aftercare plans.

1990-1992: Treatment Specialist, Keystone Residence, Inc., Harrisburg, PA

- Developed Individual Habilitation Plans; coordinated review meetings; monitored program compliance and quality assurance. Served as member of the Treatment and Ethics Review Panel.

1988-1990: Human Services Activities Aide II, Rosalie G. Handler Center- Harrisburg, PA

- Performing individual and group therapy; managing a caseload; planning recreational activities.

Certifications

2016 – Certified Research Administrator, Research Administrators Certification Council