**Ann Marie LoPrieno**

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**Evanston, IL 60201**

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**PROFESSIONAL WORK EXPERIENCE**

**CURRENT:** Independent Contractor for Research Administration, Accounting, and Tax services

 (Start Date June 6, 2011) 37.5 hours/wk End date: February 2, 2022

 *Financial Administrator/Senior Post Award Research Administrator*

Certified Research Administrator (CRA) ended 12/31/2021

Illinois Institute of Technology

Grant and Contract Accounting Department

* Oversight of Federal grants and contracts administration - financial and compliance
* Financial oversight; accounts payable, accounts receivable, reconciliations
* Provide and design training support to research scientists and university faculty on financial and sponsor compliance issues
* Aid faculty and staff with Post-Award A-21, A-110 issues on sponsored projects

*Minnesota State University, Mankato*

Adjunct Faculty (2009 to 2020)

College of Social and Behavioral Sciences

Teaching “Grants Administration” to Undergraduates/Graduate

16 week courses – 3 credit hours

Current – online instructor using D2L Platform

**Previous:**

*Northwestern University – School of Continuing Studies*

Adjunct faculty for the Master’s program in Clinical Research Compliance

2008-2011

*Director of Research and Sponsored Programs*

*College of Graduate Studies and Research*

November 2009 to June 2011

Minnesota State University, Mankato

* Manages the Office of Research and Sponsored Programs
* Assists the university community in the development and management of externally funding grants and contracts
* Developing and implementing policies and procedures for applying for external funding
* Compliance officer for federal regulatory laws pertaining research administration
* Responsible for Pre Award, Post Award Administration and all Compliance (IRB, RCR
* High level of experience in State and Local contract negotiations
* AOR for university proposal submissions

*Senior Grant and Contract Officer*

Northwestern University Office for Sponsored Research

Mental Health Policy Department

Translational Medicine Division

Feinberg School of Medicine

Chicago Campus

December 2005 to July 2009

Duties include:

* Negotiating grants and contracts for the research, academic and medical establishment at Northwestern University and the Feinberg School of Medicine
* Monitoring and administrating awards and contracts after awarded
* Negotiating compliance issues with various federal agencies such as the National Institutes of Health and other state, local and city agencies.
* High level of expertise in State of Illinois contract negotiations and financial requirements including liability issues, boilerplate contract disputes, financial and budgetary issues
* Provide training in Pre-Award and Post-Award training for staff and university-wide
* Senior Research Administrator for the Translational Medicine Division
* High level of expertise in NIH, DOE, NSF funding mechanisms

*Grant and Contract Financial Administrator*

Northwestern University Accounting Services for Research and Sponsored Programs

Evanston, Illinois

March 2003 to November 2005

Duties included:

* Preparation and submission of financial reports in accordance with the requirements of various granting agencies and governmental entities
* Preparation of audit working papers for public and agency audits
* Responding to external and internal contacts to address issues of compliance, procedures and reporting for grants and contracts in relation to complex financial matters.
* Monitoring effort issues and cost sharing requirements and providing guidance to university departments on these commitments
* Facilitating internal and external audit processes and reporting for university-wide State of Illinois audit requirements
* Advanced knowledge of State of Illinois and local grant and contract regulations and National Institutes of Health guidelines and requirements
* Ability to meet strict deadlines and work independently with excellent oral and written skills
* Advanced knowledge of A-133, A-110, A-21 circulars and requirements

*Accountant*

Northwestern University Materials Science and Engineering

Evanston, Illinois

October 2001 to March 2003

Duties included:

* Various accounting tasks at the departmental level such as assisting the Business Administrator with budget preparation, reconciliation of departmental CUFS accounts, petty cash, accounts payable, purchasing, travel vouchers
* Supervision of support staff responsible for accounts payable and purchasing
* Designed financial shadow system for Business Administrator to monitor departmental accounts

**EDUCATION**

Current: ABD in Doctorate in Higher Education Administration

Trident University International

University of Denver Graduate School of International Studies

Master of Arts in International Studies

Northeastern Illinois University

Bachelor of Science in Biology

Completed Professional Management Development Program (MDP) at Harvard University – July/August 2010

Society of Research Administrators – Certificate in Research Law

Certified Research Administrator – December 2011

Certificate in Online Course Design from Minnesota State University (Center for Teaching Excellence)

Certificate in College Teaching Excellence from Minnesota State University

**OTHER**

* New Employee of the Year (2012) – Illinois Institute of Technology
* College of Science Employee of the Year (2012) – Illinois Institute of Technology
* Seven awards for University Excellence and Service (Northwestern University)
* Past member of the Internal Review Board for the Protection of Human Subjects at Northwestern University Feinberg School of Medicine
* EXCEL Software, Database skills, WORD, Statistical Software, Microsoft OFFICE, INFOED, WorkDay PeopleSoft, BANNER, BLACKBOARD, DESIRE2LEARN
* Facilitator for Human Resources and Training at Northwestern University for over five years.

 **SERVICE: COAST GUARD AUX**

* Division 35/Flotilla 06
* Flotilla Commander (2013)
* Flotilla Staff Officer-Marine Safety
* AUXOP (Operations) – Certified SAR Crew
* Branch Chief, National Officer USCG-AUX International Division