



DEQUITA HALL

www.linkedin.com/in/ddhall-mba
dequita.hall@gmail.com

(832) 725-7956

PROFESSIONAL SUMMARY

Assistant Director Research Administration with over a decade of expertise in healthcare research excelling in strategic planning, clinical trial management, and operations. Proven ability to optimize budgets, streamline processes, lead initiatives that have driven revenue growth and enhanced operational efficiency. Committed to advancing research infrastructure through the integration of innovative technologies and optimizing financial management to support organizational growth.

EXPERIENCE

Texas Children's Hospital | Houston, Texas

November 2015 - October 2024

Assistant Director, Research Administration - Clinical Research and Grants

- **Managed a team of six**, resulting in increased efficiency and productivity.
- **Implemented operational strategies** that **increased clinical trial enrollment by 35%**; streamlined cross-functional workflows reducing days for clinical trial implementation by 50%.
- **Led the integration of EMR and CTMS software**, enhancing data transparency, operational efficiency, and compliance with federal and institutional regulations. Improved governance, resource optimization, and cost control through advanced system interfacing.
- **Established standardized research cost structure** for hospital and professional fees, ensuring compliance with NIH and CMS regulations, resulting in a **\$1M annual revenue increase** through accurate invoicing and cost management.
- **Designed and delivered training programs** for the research community, fostering knowledge sharing and ensuring consistent application of standardized processes across departments.
- **Developed and presented monthly financial reports**, providing leadership with data-driven insights on volume and revenue metrics, supporting strategic decision-making.
- **Reviewed and evaluated** policies to ensure compliance with legal and regulatory standards, driving continuous improvement in research practices and operational efficiency.
- **Collaborated with internal and external partners**, contributing to service development and initiatives that enhanced processes and improved research administration outcomes.
- **Forged Strategic Partnerships**: Established and nurtured strong relationships with clinical staff and stakeholders in the Clinical Research Unit (CRU), driving seamless alignment on financial and operational goals. Spearheaded the creation of a comprehensive fee schedule for administrative costs, ensuring competitive and transparent pricing for research services, contributing to enhanced financial sustainability. This initiative boosted revenue by 35%, directly offsetting operational costs.
- **Guided EPIC Research Module Development**: Acted as the subject matter expert in research, advising system analysts on programming, testing, and quarterly enhancements for EPIC research modules to ensure smooth, accurate implementation.

SKILLS

- Clinical Research
- Regulatory Compliance
- Contract Negotiation
- Operations Management
- Strategic Planning
- Executive Communication
- Problem-Solving
- Project Management
- EPIC

Texas Children's Hospital | Houston, Texas

August 2012 - November 2015

Manager, Research Administration

- **Led a team of 10**, driving performance improvements through collaboration and team development, fostering a high-performance culture.
- **Managed core lab operations**, ensuring optimal resource utilization and smooth execution of research processes across various projects, enhancing overall productivity and project success.
- **Oversaw clinical research billing operations**, ensuring compliance with federal and state regulations, including Medicare and NIH guidelines, to minimize financial risk and maximize revenue.
- **Managed billing processes for clinical trials**, implementing best practices that enhanced revenue cycle management and reduced billing discrepancies.
- **Implemented best practices in billing processes for clinical trials**, enhancing revenue cycle management and reducing billing discrepancies, leading to a more efficient and effective financial operation.
- **Developed and enforced policies for accurate coding and timely invoicing**, achieving a **60% reduction in billing errors** and significantly improving cash flow. Additionally, aligned core lab activities with research goals and institutional standards to ensure compliance and operational consistency.
- **Trained and supervised billing staff**, promoting best practices in documentation and compliance, enhancing the team's capabilities and performance, leading to increased efficiency.
- **Facilitated communication across departments and stakeholders**, promoting transparency and engagement, ensuring alignment with research objectives and institutional priorities for better project outcomes.
- **Collaborated with cross-functional teams** to streamline processes and resolve billing disputes, improving relationships with stakeholders and ensuring seamless trial operations.
- **Produced comprehensive financial reports and analytics**, providing insights into billing performance and supporting strategic decision-making for resource allocation and process improvements.

Texas Children's Hospital | Houston, Texas

May 2008 - August 2012

Sr. Financial Analyst

- **Developed coverage analyses** for human protocols, ensuring accurate financial assessments for clinical trials.
- **Resolved complex financial issues**, enhancing budget development processes and refining coverage analyses.
- **Reviewed and analyzed human subject protocols** to assess cost implications and payment terms effectively.
- **Assisted staff in creating clinical trial budgets**, promoting accuracy and alignment with research objectives.
- **Authored detailed standard operating procedures (SOPs)** and developed a comprehensive training manual for team use.
- **Led policy updates** to align with regulations, enhancing compliance and operational efficiency.
- **Created and issued invoices** to ensure timely billing and revenue collection.
- **Developed financial reports** to support strategic planning and decision-making.
- **Utilized revenue cycle systems** to sort and route charges for efficient payment processing.

University of Texas MD Anderson Cancer Center | Houston, Texas

October 2002 - April 2008

Team Lead Grants & Material Transfer Agreements

- **Directed a team of eight analysts**, to successfully manage over **3,500 grant submissions**, including NIH grants, ensuring compliance with all regulatory guidelines and streamlining the submission process.
- **Managed the full life cycle of NIH grant processes**, collaborating closely with faculty to ensure accurate budgeting, adherence to regulatory requirements, and optimal fund utilization.
- **Developed and implemented new policies** to improve grant processing efficiency, reducing submission turnaround time by 50% and enhancing overall grant success rates.
- **Trained and mentored staff on electronic grant systems**, improving submission accuracy by [specific percentage] and increasing staff confidence and productivity.
- **Negotiated material transfer agreements** and collaborated with internal stakeholders to streamline contract resolution, ensuring timely project execution.
- **Developed comprehensive cover analysis** to support clinical research billing compliance and reimbursement.
- **Created and disseminated monthly volume and performance metrics**, enabling leadership to optimize staffing models and enhance operational efficiency based on data-driven insights.

EDUCATION

Master of Business Administration (M.B.A.)

Texas Woman's University, Houston Center

Bachelors of Business Administration - Concentration in Finance

Texas Southern University, Houston

CERTIFICATIONS

Certified Outpatient Coder (COC)