

EXPERIENCE

MAGEE-WOMENS RESEARCH INSTITUTE AND FOUNDATION 02/16 - PRESENT
**DIRECTOR, FISCAL OPERATIONS, MICROBICIDE TRIALS NETWORK (MTN) AND
A USAID PROJECT TO ADVANCE THE RESEARCH AND DEVELOPMENT OF INNOVATION HIV
PREVENTION PRODUCTS FOR WOMEN (MATRIX)**

- Provide fiscal and contractual oversight of >\$30 million in federal grant and cooperative agreement funding, coordinate the budget development process and provide budgetary guidance to domestic and international clinical trial sites.
- Assist in facilitating communication among the Division of AIDS, Data Management Group, the Study Implementation Group, the Leadership Center and others in an NIH-funded global clinical trials organization, with the aim of ensuring operational efficiency and coordinated study development and implementation timelines.
- Ensure compliance with all reporting requirements required by the National Institutes of Health and the Division of Aids and USAID.
- Liaise regularly with NIH and USAID officials and International Clinical Trial Units to problem-solve budgetary and logistical issues.
- Participate with the Principal Investigator in the development of fiscal goals and strategic plans.
- Develop and maintain annual budgets.
- Approve all capital expenditures, purchase requisitions and reimbursement requests.
- Generate subcontract documents for approximately 60 other institutions participating in the MTN and MATRIX award; negotiate terms and conditions and amendments as necessary.
- Manage fiscal office staff and operations team.

MAGEE-WOMENS RESEARCH INSTITUTE AND FOUNDATION 10/06 - 02/16
DIRECTOR OF GRANTS AND CONTRACTS

- Oversight of \$55 million grant and contract portfolio in Obstetrics and Gynecology
- Pre-award processing of federal, state, industry and foundation grant applications and contract negotiations at both the department and central research office level.
- Post-award management, including review and approval of expenses, projections, and progress reports.
- Daily communication with grant sponsors, physicians, researchers, and department administrators regarding budget and contract negotiations and operational concerns.
- Creation of detailed, multi-year budgets, including faculty and staff salary, fringe benefits and overhead calculations.
- Interaction with University of Pittsburgh departments to ensure that faculty are adhering to relevant policies and procedures.
- Assure that all grant applications conform to the sponsoring agencies' requirements and electronically submit grant applications as required.
- Generate subcontract documents for other institutions participating in MWRIF grants; negotiate terms and conditions as necessary.
- Point person for all questions, problems and concerns regarding pre- and post-award research administration issues.
- Manage staff including hiring, annual evaluations, and disciplinary actions as required.
- Utilize Department Manager software to track grants and contracts.

CHILDREN’S HOSPITAL OF PITTSBURGH 08/04 – 10/06
SENIOR GRANTS ADMINISTRATOR, RESEARCH ADMINISTRATION

- Review of all grant applications being submitted for funding by 25 medical departments at CHP, Assure that all grant applications conform to the sponsoring agencies individual requirements.
- Communicate daily with physicians, researchers, and department administrators regarding budget, contract and operational concerns.
- Ensure that annual progress reports to sponsoring agencies are completed on time.

DBAZA, INC. PITTSBURGH 2/03 – 08/04
SENIOR OPERATIONS MANAGER

- Administered benefits package to group of 10 employees, including health insurance, life insurance, disability, and workers’ and unemployment compensation.
- Instituted change in healthcare benefits saving the company over \$12,000 annually.
- Assured corporate compliance with all Federal and State employment regulations.

**PITTSBURGH CLINICAL RESEARCH NETWORK (SITE MANAGEMENT ORGANIZATION),
 (COMPANY WAS ACQUIRED BY IGATE CORP – EMPLOYEES WERE LAID-OFF)**

PROGRAM DIRECTOR/PROJECT MANAGER 8/00 - 10/02

- Facilitated industry-sponsored clinical research trials (Phase I - Phase III) between pharmaceutical companies and eligible physicians.
- Acted as primary contact between pharmaceutical companies, contract research organizations, laboratories, and investigator physicians.
- Supervised regulatory staff and coordinated the completion of regulatory documents and the IRB approval process.
- Negotiated with physicians, and sponsors to complete realistic budgets and contracts.

NOVUM PHARMACEUTICAL RESEARCH SERVICES 8/99 - 8/00
CLINIC MANAGER

- Supervised staff of approximately 40 full and part-time clinic staff (including RNs, LPNs, Medical Assistants and Phlebotomists) conducting Phase 1 Clinical Research Trials.
- Prepared intricate schedule of staff to assure that all protocol activities were covered for up to 5 studies being conducted simultaneously.
- Assured FDA compliance with all protocol requirements.
- Handled participant grievances.

WESTERN PSYCHIATRIC INSTITUTE AND CLINIC 8/85 - 8/99
RESEARCH PRINCIPAL/PROJECT COORDINATOR -CHILDHOOD DEPRESSION PROJECT

- Day to day administration of 5 NIH research grants totaling more than 1.5 million annually.
- Prepared and monitored budgets, explored purchasing options and approved final purchases.
- Primary responsibility for accuracy of massive longitudinal database spanning 20 years.
- Administered adult and children's intelligence, achievement, and cognitive testing.

EDUCATION	MBA University of Pittsburgh, Business Administration 1990
	Marketing Certificate University of Pittsburgh 1987
	BA Indiana University of Pennsylvania 1983

OTHER BOARD MEMBER, COMMUNITY OF HOLY FAMILY MANOR, BELLEVUE, PA 2018- 2022

A non-profit organization that provides three core service areas: Childcare, Senior Care (including Memory Care), and Home Repairs with a specialty focus on Intergenerational Programming.