

Cover Letter

Yani Qian
Ann Arbor, MI 48105
June 16, 2025

Dear Hiring Manager,

I am writing to express my interest for this contract position shared with me.

Currently, I serve as a remote research administrator for Bluewater Network LLC, where my main responsibilities include developing budgets, budget justifications that comply with sponsor guidelines, drafting and/or collecting and completing supporting documentation for multiple **DOE proposals of total 32 million dollars**.

I am also pursuing a Bookkeeping Program Certificate (including four courses: Bookkeeping, Accounting for Assets, Liabilities and Equity in Accounting, and Financial Statement Analysis. I am currently completing the third course) to enhance my ability to interpret financial data, prepare budgets.

Previously, at the University of Michigan, I assisted Principal Investigators in submitting the **NSF proposals**. My responsibilities included creating Proposal Approval Forms (**PAFs**), completing required information, preparing budgets, and routing PAFs timely for approval on behalf of the PIs.

During my employment at Virginia Tech, I held multiple roles, including managing the proposal submission system, overseeing the internal grant submission process, and working on the proposal management system for funded proposals (post-award). I ensured the quality of these systems and provided reports to track submitted and funded proposals.

My earlier career experience at Virginia Tech and other organizations as a Software Quality Engineer has strengthened my attention to detail, technical aptitude and organizational skills-qualities that are highly beneficial in research administration.

With this diverse and relevant background, I am confident in my ability to contribute effectively to your research administration team. I would welcome the opportunity to further discuss how my experience aligns with your department's goals.

Thank you for your time and consideration.

Best Regards,
Yani Qian

YANI QIAN

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Detail-oriented and well-organized Research Administrator experience in managing research proposals and grants. Skilled in budget preparation, ensuring compliance with funding agency guidelines, and coordinating multidisciplinary research projects. Adept at setting priorities, managing completing deadlines, and navigating proposal management systems and routing processes.

PROFESSIONAL EXPERIENCE

Bookkeeping Program Certificate

4/2025-Ongoing

I am pursuing a Bookkeeping Program Certificate to deepen my financial knowledge in support of my research administration career. This certificate includes four courses: Bookkeeping, Accounting for Assets, Liabilities and Equity in Accounting, and Financial Statement Analysis. I am currently completing the fourth course. This self-directed learning enhances my ability to interpret financial data, prepare budgets, and ensure compliance with grant and funding agency requirements.

Bluewater Network LLC, Research Administrator (remote, volunteer), Rhode Island

2024-Present

- Prepared the paperwork for the submissions of **multiple DOE proposals of total 32 million dollars**, including budgets, budget justification, SF424 forms and other documents.
- Coordinated, collected and completed the administrative and other supporting documents of over 150 files from 3 universities and 9 companies for the proposals.
- Reviewed Funding Opportunity Announcements (FOAs) to ensure proposals meet all eligibility and submission requirements.
- Coordinated submission of proposals, ensuring adherence to funding agency guidelines and deadlines.

University of Michigan, Research Administrator (volunteer), Ann Arbor, MI

11/2024-1/2025

- Self-training to get familiar with UMich's **eResearch PAF system**.
- Filled in the vacancy after NAME dept RA left to support a PI to submit a **NSF proposal**: created PAF, filled out the information, prepared the budget, and routed PAF for approval on behalf of the PI.
- Assisted a PI in **multiple DOE contract negotiations**, updated internal and external budgets according to DOE's requirements.

Virginia Tech, Software Quality Engineer for Proposal Submission and Grant Management Systems

Blacksburg, VA

2/2018-10/2022

I held multiple roles at Virginia Tech:

- Provided support for proposal submission and training materials on proper use of submission system for the end users (faculty and related staff)
- Worked and cooperated with different offices (Pre-Award, Post-Award, Compliance etc.) to manage the proposals through preparation to closeout. Familiarity with proposal management system and proposal routing process (Preparing, Routing, Approved, Submitted, Submission Finalized, proficiency Pending Decision etc.)
- Worked as a backup for budget preparation and proposal submission.
- Maintained funded proposals (post-award) in the grant management system.
- Provided user account management and customer support for end users (to resolve the customer issues/questions) and followed up with customers on requests.

- Gathered and documented functional requirements, made and executed test plans, analyzed issues, identified areas for improvement, updated and maintained the testing suites.
- Experience in JIRA, ServiceNow, Banner and PeopleSoft systems
- Provided data query, data analytics, and data reporting/visualization (using Excel, Tableau, SQL etc.) for different teams.

Phoenix Integration Inc., Software Quality Assurance Engineer, Blacksburg, VA 8/2014 – 8/2016

- Proposed and initially created test templates for different products (MCS, MCD, AS)
- Built and maintained different testing environments including Win 7, Win 10, Ubuntu, Win Server 2008 for testing purpose, performed testing in different environments.
- Logged, analyzed and tracked the testing results and issues using Jenkins system, generated data reports and made the recommendations for the improvement.

CAMP Systems Inc., Software Testing Planner, Ronkonkoma, NY 3/2011 – 7/2014

- Led and organized different types (functional, regression, performance etc.) of software testing for each release by cooperating the members in New York and India, updated the testing environments and testing files, made the project schedule and managed the project process to meet the project deadline, helped developers to release patches/updates to the server.
- Analyzed and documented the testing results and issues, prepared the analysis reports and different data visualization for the management team for each project release.
- Came up with the idea to create the comprehensive Excel files with formula and VBA features for the regression testing and implemented this idea.
- Proposed to use Selenium to create a protocol to test the web-based application automatically, and did the proof of concept for this idea.

Correct Net Inc., Software Quality Business Analyst, Hauppauge, NY 11/2008 – 6/2010

- Led different projects for the applications by reviewing business & technical requirements, assessing risks, reviewing test strategies and test scripts, developing test schedules for the successful completion of testing cycles, and creating the test summary.
- Provided effective inputs for the department manager with project progress, project improvements/enhancements, analytical documents and report documents.

Trading Technologies Inc., Software Quality Engineer, Chicago, IL 12/2005 – 11/2008

- Designed, implemented and maintained automated testing architectures to test the company's core library's functionalities as well as the main trading products (like XTrader XTAPI etc.).
- Created test plans, implemented and executed test cases, analyzed and documented the test results and issues, tracked defects/bugs for trading software products. Created test summary documents for product test.
- Participated to design, implement and maintain Automation Database projects by using SQL. This project is designed and developed to store the testing results for different products. The users are able to load the automation testing results to this database and use different query criteria to retrieve the stored results to check the testing status (e.g. pass, fail, defect ID, product version etc.) for the queried test cases.
- Guided/mentored junior members for the projects.

EMC Corporation, Software Quality Assurance Intern, Hopkinton, MA 06/2005 - 12/2005

- Designed and developed test plans, created and executed test cases for the Storage System
- Familiar with the testing environment/system, test results analysis, root cause identification, defect/bug tracking, reporting, and recognizing problems.

TECHNICAL SKILLS

Tools/Systems

JIRA, ServiceNow, Banner, PeopleSoft, Git, Gitlab, Cayuse

Data Analysis Tools

Tableau, SQL, PostgreSQL, OracleDB

OthersProficient in Microsoft Office (Excel, Word, PowerPoint, Visio etc.), VBA,
Java

EDUCATION

MS, Computer Science, University of Massachusetts, Boston, MA

2005

BS, Business Management, Zhongnan University of Economics and Law, China

2000