

Qualifications

- Effective and strong communicator, willing to adapt and remain flexible to the team and client needs
- Proven ability to interface with various levels of internal and external clients, work independently and as part of a team, work well under pressure
- Excellent organizational, project management and time management skills, including multitasking and ability to prioritize and meet deadlines, follow up and attention to detail
- Ability to influence many levels and departments in an organization to ensure effective teamwork

PROFESSIONAL EXPERIENCE

MEDICAL COLLEGE OF WISCONSIN

June 2021-Current

Grant Operations Coordinator Sr., Center for International Blood and Marrow Transplant Research

Coordinate grant applications, grant budget preparation, reporting, and subawards and effort monitoring while maintaining compliance with federal and state laws.

- Oversee and support the development and submission of new federal and non-restricted grant applications and renewals. Develop and maintain grant budgets and evaluate fiscal performance against budget. Develop processes to perform ongoing post-award maintenance of grants and contracts.
- Support the Financial Analyst in the development of the CIBMTR and MCW annual budget and the ongoing monitoring of performance to budget in respect to grant and contract funding.
- Oversee and support the Grant Operations Associate in the day-to-day management of the CIBMTR grant and contract portfolio. Develop processes to monitor subcontract awards and assure that faculty and staff efforts are appropriately charged.
- Develop processes to support ongoing maintenance of grants and assure that grant renewals are processed on time. Prepare accurate and comprehensive grant close out documents and reporting.
- Collaborate with Financial Analyst in the preparation of complex grant budgets, projections and other financial reporting to inform executive leadership and study PIs to assure that resources meet grant objectives.
- Implement efficient grant and contract management processes and evaluate business controls by performing reviews and documenting work product timeliness and accuracy to ensure quality and compliance with GCO, Sponsored Programs and CIBMTR policies as well as external regulations.
- Communicate regularly with funding agencies and partner organizations regarding invoicing, payments, business processes, and other accounting related functions.
- Build strong working relationships and lines of communications with Sponsored Programs, Grants and Contracts Office and the Department of Medicine research operations team and other collaborating Departments and Divisions.
- Resolve complex transactions, address new issues, and complete special projects related to CIBMTR grant and financial operations.
- Demonstrate proficiency and knowledge of MCW grant and financial policy and systems.

Research Grants Coordinator II, Center for Advancing Population Science

- Work closely with Grants and Contracts office, Sponsored Programs office and Principal Investigators, as well as related matrix department relationships to ensure accountability, compliance, and accuracy in grant budgets, and grant submissions.

- Serve as a liaison between faculty, MCW departments, centers and external collaborative constituents regarding the processing of research grants and assist with resolution of pre and post award issues.
- Organize/coordinate research funding activities and communications.
- Lead in the administrative organization, development of timeline, analysis of required forms and responses of Request for Application for routine and complex grant mechanisms.
- Monitor budgets and effort to verify grants are in compliance with funding source requirements.
- Develop, implement and maintain comprehensive databases and files related to the grant submissions.
- Maintain program timeline including tracking deadlines for grant components such as submission deadlines, funding cycles, timelines for annual reports, etc.
- Identify problems or obstacles in the system/procedures related to administration of the funding proposals/funded proposals and communicate to the appropriate faculty/staff.

GE HEALTHCARE, Waukesha, WI

February 2020-June 2021

Dashboard Program Analyst

Responsible for supporting the delivery of the Product Management centralized dashboard for the Healthcare Systems business.

- Provide timely project deliverables that align with the program plan structure and provides timely status updates highlighting potential risks and issues.
- Responsible for the coordination of data entry into the reporting solution including quality and completeness.
- Partner with the business to capture and document business requirements, business definitions, data definitions, visual requirements, and user acceptance testing.
- Maintain necessary processes, controls and procedures to ensure data accuracy and business functionality and comply with privacy and security policies and regulations.

MILWAUKEE TOOL, Brookfield, WI

March 2016-August 2019

Quality/Reliability Data Analyst

- Query sales and warranty information directly from Dynamics AX to analyze data for warranty. analysis and reports for quality engineering business leaders to support product lines.
- Analyze customer ratings of products from company and store websites to support product owner's success in building new product lines.
- Monthly updating of scorecards, communicating to customers and responding to inquiries to ensure that agreed upon standards and timelines are met to support the manufacturing process.
- Develop reports in Power BI for analysis and presentations for business unit leaders to drive organizational insight.

MANPOWERGROUP, Milwaukee, WI

Global Account Analyst

Partnered with up to 20 Global Account Leaders to support and document growth with up to 37 key global accounts in 80 countries.

- Customer interaction through reports providing detail and analysis behind Manpower's abilities globally, coordination of bids and follow up on specific orders or contractors.
- Internal reporting for quarterly executive management reports and monthly updates.
- Work with account manager and account team to develop budget targets for sales and expenses, and continual monitoring of budgets.
- Management of pricing and response to global bids.
- Tracking and monitoring of contracts to ensure compliance.
- Provide region specific direction for Latin America requiring Spanish language and understanding of different cultures and financial models.
- Customer point of contact for compliance audits and escalation of orders or contractor issues.

EDUCATION & CERTIFICATIONS

Certified Research Administrator
Research Administrators Certification Council

Masters of Business Administration
Cardinal Stritch University

Bachelor of Arts, Economics & International Relations, minor, Spanish
University of Wisconsin – Milwaukee

Social/Behavioral Research – CITI certification

VOLUNTEER EFFORT

Bay View Historical Society
Past Board Member, Vice-President, Annual Dinner Chair

Girls on the Run of Greater Milwaukee
Past fund-raising committee

Nicolet High School Foundation – Performing Arts Committee
Past Drama Volunteer Coordinator