

## RESEARCH ADMINISTRATOR

*Contract/Grant Management and Executive Support Specialist  
Specializing in the Biotechnology & Pharmaceutical Industries*

### AREAS OF EXPERTISE

- R&D and Clinical Contract Drafting and Management
- Policy & Procedure Development & Implementation
- Corporate and SEC Records and Filings
- Intellectual Property & Scientific Asset Protection
- Database & Document Control & Management
- Conference/Symposia Planning
- C-Level Executive Assistant Support
- Domestic & International Travel Coordination
- Executive & Administrative Staff Recruitment
- Design and Creation of Electronic PDF Forms
- Scientific, Medical & Legal Terminology
- Microsoft Office & Adobe Systems Software

### PROFESSIONAL EXPERIENCE

#### LEGAL COORDINATOR

Jan 2007 – Aug 2008

ACADIA Pharmaceuticals Inc., San Diego, CA  
General & Administrative

Primary responsibilities included contract management and research administration; worked with General Counsel to provide guidance on contract-related and legal matters; worked with Chief Patent Counsel to file formal patent documents and ensure the protection of company's intellectual property.

#### Key Competencies and Accomplishments

- Drafted, reviewed and managed all research & development and clinical contracts, licensing agreements, work orders and amendments including those covering Confidential Disclosure, Materials Transfers, Consultants, Collaborative Research, Service Agreements, and Clinical Trial Agreements
- Designed and maintained Master Contracts Database; implemented and managed legal sections of electronic document management system (EDMS)
- Developed and implemented company publication approval process and provided oversight for external communication of scientific information
- Maintained corporate records, legal and SEC files with primary responsibility for access control of highly sensitive documents and information
- Designed and created various electronic forms to facilitate the efficient processing of requests for review and approval of legal and scientific documents
- Provided assistance and recommendations on developing and implementing controls for Legal Department compliance with Sarbanes Oxley; participated in regular audits and testing of SOX controls
- Provided guidance, oversight and approval for the transfer of proprietary compounds and other scientific assets
- Prepared and submitted formal documents (e.g. Assignments, Declarations, Powers of Attorney) for filing and prosecution of US and international patent applications; coordinated activities between internal and external counsel and foreign associates
- Successfully coordinated US Drug Enforcement Agency licensure and renewals including updating of scientific protocols and information regarding controlled substances in use and access control and management
- Coordinated the distribution, collection, electronic archival and storage of laboratory notebooks
- Provided administrative support to the Vice President and General Counsel

#### EXECUTIVE ASSISTANT

Dec 2004 – Dec 2006

ACADIA Pharmaceuticals Inc., San Diego, CA  
Research & Development

Primary responsibility was for the overall planning, management and reporting of all scientific activities and resources, relieving the President & Chief Scientific Officer of all administrative duties; instituted policy and developed procedures; served as contract administrator and coordinator for all intellectual property matters.

#### Key Competencies and Accomplishments

- Promoted to Legal Coordinator with responsibility for company-wide legal and research administration
- Coordinated scientific and clinical advisory board meetings, including agenda and presentation planning
- Planned all aspects of a major scientific symposium with speakers including a Nobel laureate and other world-renowned neuroscientists; coordinated co-sponsorship, travel, registration, facilities reservations, catering, development of marketing materials and programs, and maintained budgets and finances
- Perfected flow of documents, reduced waste by designing and maintaining department and company-wide intranet sites
- Devised and implemented policies and procedures regarding external communication of scientific information including publications, abstracts, posters, and presentations
- Coordinated recruitment of vice presidents, directors, research scientists, postdoctoral associates, laboratory personnel and administrative staff
- Utilized superior writing skills and extensive experience in preparing scientific manuscripts, reports, research proposals/protocols, abstracts, program descriptions, letters of intent, spreadsheets, and presentations utilizing advanced analytical skills, advanced knowledge of scientific, medical and legal terminology, and solid command of the English language
- Provided direct administrative support to the President & Chief Scientific Officer; Executive Vice President, Development; Vice President, Biosciences; Chief Patent Counsel

EXECUTIVE ASSISTANT  
Jan 2004 – Nov 2004

Burnham Institute for Medical Research, La Jolla, CA  
Center for Neurosciences and Aging Research

Managed all aspects of research administration for the Center, including submission, pre- and post-award administration of grants, human resources, scheduling, project management and event planning.

**Key Competencies and Accomplishments**

- Provided direct administrative support to the Director of the Neuroscience and Aging Center
- Prepared scientific manuscripts, grant/fellowship applications, grant reviews, and research reports utilizing extensive knowledge of grant and fellowship guidelines and requirements for National Institutes of Health, National Science Foundation, American Heart Association, Department of Defense, and other public and private agencies
- Planned all aspects of Institute's annual symposium including travel, registration, catering, development of marketing materials and programs
- Maintained records of monetary gifts and tracked use of gift funds; coordinated visits and tours for major donors
- Coordinated recruitment of postdoctoral associates, laboratory personnel and administrative staff

PROGRAM PLANNING ASSISTANT  
Apr 2002 – Dec 2003

University of California, San Diego, La Jolla, CA  
Office of the Sr. Vice Chancellor-Academic Affairs

Responsibilities included coordination of various academic and resource planning committees, managed undergraduate initiatives including the Freshman Seminars Program, and managed recruitment process for senior administrator.

**Key Competencies and Accomplishments**

- Provided direct administrative support to the Associate Vice Chancellor, Academic Planning & Resources and Associate Vice Chancellor, Undergraduate Education; also provided limited support to the Director of Academic Planning & Resources
- Provided committee support for academic and resource planning committees including faculty member appointments, agenda planning, scheduling, preparation of committee materials, facilities reservations and catering
- Assisted in planning, introduction and management of major undergraduate educational and funding initiatives
- Maintained database to track course and professor information for Freshman Seminars Program
- Designed the Sr. Vice Chancellor's presentation to the University of California Board of Regents for their meeting held on the UCSD campus
- Coordinated executive recruitment for the Dean of UCSD's Jacobs School of Engineering

DIVISION CHIEF SECRETARY  
May 1999 – Mar 2002

University of Michigan Medical School, Ann Arbor, MI  
Division of Pulmonary & Critical Care Medicine

Primary responsibility for all aspects of research administration, including grant management, purchasing, conference planning and scheduling, supervision of staff, program management, faculty recruitment, appointments, and promotions.

**Key Competencies and Accomplishments**

- Provided direct administrative support to the Chief of Pulmonary & Critical Care Medicine
- Submission, pre- and post-award administration of NIH grants; review and preparation of IRB, animal use, and human subjects approvals
- Perfected flow of documents, reduced waste and facilitated communication by designing and maintaining department-wide internet and intranet sites
- Developed and managed annual conference schedules consisting of 48 Research, 48 Clinical, 37 Fellows Training and 11 Radiology conferences; coordinated weekly lab meeting schedules
- Coordinated faculty and postdoctoral fellow recruitments; faculty appointments, promotions, medical licensure, credentialing, and hospital privileges; coordinated Visiting Professors Program and consultant visits including processing of honorariums and expense reports
- Compiled Annual Reports detailing Division and faculty accomplishments and extensive research data
- Hired, trained and supervised employees and interns, processed timesheets and payroll, maintained employee files, created work schedules and provided day to day direction of work

EDUCATION  
1996- 2000

University of Michigan, Ann Arbor, MI  
Courses in English Language and Literature, Political Science, and Spanish

1996, 1997, 1998

State of Michigan Competitive Academic Scholarship

**COMPUTER SKILLS**

Proficient in both PC and Macintosh systems. Software expertise includes Microsoft Access, Entourage, Excel, Internet Explorer, Outlook, PowerPoint, Publisher and Word; Novell GroupWise; Mozilla Firefox; EndNote; Adobe Acrobat Professional, Illustrator and PhotoShop; FileMaker Pro; MeetingMaker; OnTime; PeopleSoft. Typing Speed: 75 wpm. Proficient in standard and non-standard office equipment including facsimiles, copiers, scanners, slide projectors, PDAs, teleconferencing and video conferencing equipment and transcription machines.