

TECHNICAL WRITER DIRECTORY

To be added or to request edits please email: Elizabeth.johnsen@osp.utah.edu

**Last updated
December 31, 2013**

Search by Specialty

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Biological Sciences

Amy J. Davis, Ph.D. (Cell & Molecular Biology, Neuroscience)

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Nancy Farrar Halden (Biology)

Getting to Granted

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Stacey C. Tobin, PhD, ELS

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Computer Science

Rick Adrion

Professor

Computer Science

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Nicole Toomey-Davis

President & CEO

[Enclavix, LLC](#)

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Cyber-Infrastructure

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www.cscubed.com

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President & CEO

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Education (Educational Outreach)

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General

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Networking Research Resources

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<https://www.eagle-i.org/home>

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Colorado Clinical & Translational Sciences Institute
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Liberal Arts

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Medicine

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Science & Technology

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Kerry Kelly, PE (Air Pollution/Air Quality, Combustion, Energy)

Research Associate
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Amy J. Davis, Ph.D.

Associate Director
The Brain Institute at the University of Utah
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Salt Lake City, UT 84108
801.587-1222 office
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amy.davis@utah.edu

PROFILE

Amy Davis completed her Ph.D. in Biology at the University of Utah in 2003, and a three-year postdoctoral traineeship with Thomas R. Cech at the University of Colorado at Boulder in 2007. She currently serves as the Associate Director for the Brain Institute at the University of Utah, a pioneering institute devoted to improving the human condition through interdisciplinary neuroscience work. The majority of Dr. Davis's effort is devoted to preparing proposals for multi-investigator grants and training grants. Her roles include: identifying funding opportunities; communicating with all contributing personnel to obtain required documents; managing secure, online, private workspaces for collaborating investigators to share documents in development; preparing budgets and writing detailed budget justifications; writing all non-scientific portions of proposals; heavy editing of the scientific portions of proposals; drafting letters of support for collaborators; establishing relationships with funding agency contacts so that proposal questions are addressed quickly; ensuring adherence to every requirement of the program announcement; assembling applications for electronic or hardcopy submission; and generally serving as the lead project manager during proposal development, enabling the principal investigator to focus his / her efforts on formulating the research plan.

EDUCATION

University of Utah, Salt Lake City, UT

Doctor of Philosophy, Department of Biology, May 2003

Advisor: Professor Janet M. Shaw

Dissertation Title: "Mitochondrial Membrane Fusion and Fission in Yeast"

Pennsylvania State University, University Park, PA

Bachelor of Science with Honors in Biology, Genetics and Developmental Option, April 1996

EXPERIENCE

July 2007-present

The Brain Institute at the University of Utah, Salt Lake City, UT

Associate Director, April 2009-present

Interdisciplinary Research Manager, July 2007-March 2009

- Directs the day-to-day operations of the Brain Institute and performs the functions of the Executive Director in his absence, ~ 4 days / week (Note: The Executive Director position is 0.2 FTE.)
- Coordinates the planning, preparation and submission of extramural grants for more than twelve principal investigators and their postdoctoral and graduate trainees; writes a significant portion of grant applications
- Independently writes grant proposals to private foundations to support Brain Institute outreach education programs
- Establishes short-term and long-term strategic direction for the Brain Institute in collaboration with the Executive Director and the Executive Advisory Committee
- Manages a core staff of four employees and multiple consultants
- Makes budget decisions and prepares the ~\$1M annual budget with approval from the Executive Director
- Designs, implements, and evaluates the return on investment of Brain Institute programs and services, including building interdisciplinary research teams in focus areas, administering research team web sites, orchestrating large research symposia, coordinating public relations efforts, and administering pilot research programs
- Manages the unite.utah.edu project, an online collaboration tool for Brain Institute investigators

- Manages the Brain Institute website, brain.utah.edu, and writes content for the website and newsletter

October 2004-July 2007

Howard Hughes Medical Institute, The University of Colorado at Boulder, Boulder, CO

Research Associate (full-time position)

- Independently conceived, planned, and executed a research program resulting in two first-author publications in peer-reviewed journals
- Managed a full-time research technician and collaborated effectively with a research team of fourteen
- Managed, mentored and trained an undergraduate student in the Howard Hughes Medical Institute Undergraduate Summer Research Program, from May-August 2006
- Responsibly managed a research budget of ~\$100K annually
- Organized a monthly, interdepartmental journal club for two years
- Represented the laboratory of Thomas R. Cech, Nobel Laureate and President of the Howard Hughes Medical Institute, by presenting my research findings at national and local conferences
- Developed and validated real-time RT-PCR assays to monitor the abundance and biogenesis of the yeast telomerase RNA
- Identified molecular pathways that regulate the expression of the yeast telomerase RNA

August 2002-May 2003

The Biology Department, The University of Utah, Salt Lake City, UT

Postdoctoral Research Assistant and Assistant Instructor

- Independently planned and executed a research project in the laboratory of Professor Janet M. Shaw, Ph.D.
- Managed and trained a research technician and a graduate student
- Wrote a review article for a peer-reviewed journal
- Assisted Dr. Shaw in managing the day-to-day operations of the lab
- Assisted Dr. Shaw in teaching a 400-level Cell Biology course, by preparing and delivering formal lectures, coaching students in presenting primary literature, and writing exam questions

September 1997-August 2002

The Biology Department, The University of Utah, Salt Lake City, UT

Graduate Research Assistant and Teaching Assistant

- Independently directed a research project that resulted in the characterization of novel proteins required for mitochondrial membrane fission and established mechanistic aspects of Fzo1p GTPase-catalyzed mitochondrial membrane fusion, in the laboratory of Professor Janet M. Shaw, Ph.D.
- Delivered formal lectures and independently instructed bi-weekly problem sessions as a University Teaching Assistant for Human Genetics with Professor W. J. Dickinson during spring semester 1999
- Instructed a week-long, intensive laboratory techniques course as a University Teaching Assistant for the Summer Undergraduate Research Program for Minority Students during June 1998

July 1996-July 1997

Walter and Eliza Hall Institute for Medical Research, Melbourne, Australia

Fulbright Scholar

- Independently planned and carried out experiments to analyze the developmental defects in Kiz1 LIM kinase knockout mice
- Represented the United States as a Fulbright Scholar to the Australian American Educational Foundation

January 1995-August 1995

Biology Division, Oak Ridge National Laboratory, Oak Ridge, TN

Research Assistant

- Carried out molecular and cellular biology experiments in the laboratory of Michael Mucenski, Ph.D., to analyze the role of the Evi-1 transcription factor in mouse embryonic development

- Represented the Department of Energy Science and Engineering Research Semester for Undergraduates Program Research Fellow by presenting my research at a local and at a national conference

HONORS

University of Utah Developmental Biology Training Grant, March 2001-August 2002
 Australian American Educational Foundation and United States sponsored Fulbright Fellowship, July 1996-1997
 Penn State University Holtzinger Endowed Scholarship for Excellence in Science, 1995
 Penn State University Undergraduate Research Fair Prize Winner, 1995
 Phi Beta Kappa Honor Society, 1995
 Department of Energy Science and Engineering Research Semester for Undergraduates Appointment at Oak Ridge National Laboratory, 1995
 Howard Hughes Summer Research Fellowship, Penn State University, 1994
 Penn State University Scholars Program, 1992-1996
 Penn State University Academic Excellence Scholarship, 1992-1996
 Tim Leonard Excellence in Speech and Debate Scholarship Award, 1992

SCIENTIFIC and COMMUNITY ACTIVITIES

The University of Utah Web Advisory Committee Member, 2010 - present
 Society for Neuroscience Intermountain Chapter Representative, 2008 - present
 Cold Spring Harbor Telomeres and Telomerase Meeting Invited Speaker, 2007
 RNA Society Annual Meeting Invited Speaker, 2006
 University of Colorado Molecular Cellular Developmental Biology Seminar Series Speaker, 2006
 Organizer, Telomere Journal Club, University of Colorado, 2006
 University of Colorado Chemistry and Biochemistry Retreat Poster Session, 2005
 WQLN (the public radio and TV station in Erie, PA) Educational Outreach Workshop Facilitator, 2004
 American Society for Cell Biology Minisymposium Invited Speaker, 2001
 University of Utah Annual Biosciences Symposium Invited Speaker, 2001
 Chair, Biosciences Career Symposium, University of Utah, 2000
 University of Utah Molecular Biology Program Steering Committee, 1999-2001
 American Society for Cell Biology Poster Session, 1999
 University of Utah Molecular Biology Program Advising Committee, 1998-1999
 42nd Rachford Lectures, Transcriptional Control of Embryogenesis Poster Session, 1995
 Penn State University and Student Hearing Boards, 1993-1996

PUBLICATIONS (Note former name A.D. Mozdy)

SCIENTIFIC:

- Mozdy, A.D.**, Podell, E.R., and Cech, T.R. (2008) Multiple yeast genes, including Paf1 complex genes, affect telomere length via telomerase RNA abundance. *Molecular and Cellular Biology*, 28(12), 4152-61.
- Mozdy, A.D.** and Cech, T.R. (2006) Low abundance of telomerase in yeast: implications for telomerase haploinsufficiency. *RNA*, 12, 1721-1737.
- Mozdy, A.D.** and Shaw, J.M. (2003) A Fuzzy Mitochondrial Fusion Mechanism Comes into Focus. *Nature Reviews Molecular Cell Biology*. 4(6), 468-78.
- Mozdy, A.D.**, McCaffrey, J.M., and Shaw, J.M. (2000) Dnm1p-mediated mitochondrial fission is a multi-step process requiring the novel integral membrane component Fis1p. *Journal of Cell Biology*. 151, 367-379.
- Bleazard, W., McCaffrey, J.M., King, E.J., Bale, S., **Mozdy, A.**, Tieu, Q., Nunnari, J., and Shaw, J.M. (1999) The dynamin-related GTPase Dnm1 regulates mitochondrial fission in yeast. *Nature Cell Biology*. 1, 298-304.
- Hoyt, P.R., Bartholomew, C., **Davis, A.J.**, Yutzey, K., Gamer, L.W., Potter, S.S., Ihle, J.N., Mucenski, M.L. (1997). The *Evi1* proto-oncogene is required at midgestation for neural, heart, and paraxial mesenchyme development. *Mechanisms of Development*. 65(1-2), 55-70.

POPULAR SCIENCE:

“Pay Attention Rover” in *New Scientist*, May 10, 1997

“Tumour Cells Can Mend their Ways” in *New Scientist*, April 12, 1997

“The Heart of a Zucker” in *Research/Penn State*, January 1997

“Undergraduate Research” in Eberly College of Science *Science Journal*, Fall Semester 1997

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Karen Denton, Ph.D.

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kayd@xmission.com

SUMMARY

- Interested in project management, including grant writing and grant management, or education outreach
- Experience collaborating with diverse populations
- Strong writing skills: articles, reports, grants
- Solid verbal communication skills: presentations
- Ability to work collaboratively as well as independently

EMPLOYMENT HISTORY

Current

University of Utah, College of Nursing, Salt Lake City, UT
Project Administrator, Hartford Center for Geriatric Nursing Excellence. *Manage administrative functions of the Center, work closely with the Office of Student Services to prepare materials and provide support for graduate students in the Center, provide infrastructure for day to day Center operations, represent the Center in the community, assist Center Director in carrying out objectives, review and monitor all expenditures, assist with grant proposals in the College of Nursing as well as reports, publications and articles.*

2005 – 2011

KUER Public Radio, Salt Lake City, UT
Weekend Board Operator: *Ensure scheduled programs and breaks aired on time; pre-recorded programs checked for possible errors; state and federally required tests run as directed and when scheduled.*

2004 – 2010

The Leonardo, Salt Lake City, UT
Assigned as grant writer to partner agencies, including Utah Science Center, from 2004 to 2005 and later moved to USC payroll (see below), but continued collaborating as de facto Leonardo staff member until agencies merged in 2009.

Development Associate and Grant Writer (June 1, 2009 – March, 2010) *Researched, drafted and submitted funding requests to support capital campaign and statewide science-based outreach education program for middle school students; collaborated with team members to create development materials; contacted or met with funders to discuss programming and potential support; submitted weekly reports of updates; generated database of funding.*

WIRED Community Events Facilitator/Educator (March 2010-December 2010): *Member of outreach team that provided informal science education to high school students to encourage them to consider careers in science, technology, engineering or mathematics; read latest information in these areas, including the physical sciences; researched, constructed, prototyped and implemented interactive exhibits and activities; researched and shared information on potential funding sources for program; developed teacher/facilitator materials.*

2005– 2009

Utah Science Center, Salt Lake City, UT
Grant Writer/Grants Manager: *Researched grant prospects; wrote and submitted grants for funding; worked with team members to develop a comprehensive approach*

to The Leonardo funding; and assisted with exhibit development related to a variety of topics.

2005- 2007

HawkWatch International, Inc, Salt Lake City, UT

Grant Writer: Researched grant prospects; wrote and submitted grants for funding; worked with science and education departments to develop a comprehensive approach to funding.

2002 - 2004

Utah Issues Center for Poverty Research and Action, Salt Lake City, UT

Capacity Building Director and Continuum of Care Coordinator

Coordinated and facilitated year round, community-based process for Salt Lake County and the Balance of State Continuum of Care to determine the gaps, develop goals and design programs that provide housing and supportive services to people who are homeless; wrote narratives for both entities and submitted entire packages to HUD; team leader for statewide community capacity building efforts.

2000 - 2002

Salt Lake City Corporation, Salt Lake City, UT.

Administrative Assistant for Special Projects, Mayor's Office

Grant research and writing, data management, worked with City officials and community groups on issues relate to neighborhood development, report preparation, student supervision.

Director, Housing and Neighborhood Development Division

Overall budget and personnel management, policy and program formulation, report preparation, presentations to City Council, collaborations with City officials and community groups on housing and neighborhood development issues.

1996 - 2000

Our House Daycare and Education Center (The Homeless Children's Foundation), Salt Lake City, UT.

Executive Director

Fundraising and budget management for \$300,000+ budget, personnel management, data collection and management, volunteer recruitment, general office work, collaboration with government and community organizations on poverty and homeless issues, interactions with participant families and children, staff training and development, debt retirement, program development, community presentations, work with board members on agency issues.

1992 - 1996

The Road Home (Travelers Aid Society), Salt Lake City, UT.

Women's Shelter Director: *Personnel management, oversight of 40 women nightly, case management, collaboration with other shelter personnel and community resources, program development, data base development and management, report preparation, community presentations, staff training*

Resources Director: *oversight of several agency programs, personnel management, program development, collaboration with community, staff and board members on agency and homeless issues, report preparation, budget management, survey and other data development and management, staff training fundraising*

1988 – 2002

Free lance writer: Catalyst Magazine, Network Magazine, Salt Lake City Weekly (Private Eye), Utah Business Magazine, Utah Sports Guide

1984 - 1998

Sociology Department, University of Utah, Salt Lake City, UT.

Adjunct Assistant Professor: *Part time, non-tenure track college level teaching*

- 1989 - 1992 **Utah Environment Center**, Salt Lake City, UT.
Campaign Coordinator: *Grant research and writing, educational outreach efforts*
- 1988 - 1992 **Utah Chapter of the Sierra Club**, Salt Lake City, UT.
State Lobbyist: *Issues research, draft legislation, collaboration with other environmental groups and government on broad range of environmental concerns, state legislative lobbying, report preparation*
- 1986 - 1988 **ASPIRES**, Salt Lake City, UT. Owner
Self-employed program evaluation consultant
- 1983 - 1986 **University of Utah/Salt Lake County Aging Services**, Salt Lake City, UT.
Project Coordinator: *Volunteer student recruitment, donation solicitation, report preparation, collaboration among the University of Utah, community groups and government services*
- 1978 - 1979 **Neighborhood House**, Salt Lake City, UT
Administrator, Senior Day Center
Program development, personnel and data management, participant and volunteer recruitment, staff training, budget management
- 1977 - 1978 **School of Social Work, University of Utah**, Salt Lake City, UT.
Assistant Professor: *Full time, tenure track graduate level teaching*
- 1974 - 1977 **Jewish Family Service Bureau, Inc.**, Syracuse, N Y
Social Worker
Russian refugee resettlement, direct counseling with individuals, couples and families, resource development for individuals in community, work in nursing home with residents, staff and families to develop case plans

EDUCATION

- | | |
|------------------------|---|
| B. A., Social Sciences | 1971: State University College at Oswego, Oswego, N Y |
| MSW, Social Work | 1974: Syracuse University, Syracuse, N Y |
| Ph.D., Sociology | 1984: University of Utah, Salt Lake City, UT |
| Post-Doctorate | 1988: United Charities of Chicago/Gerontological Society of (Public Policy), America, Chicago, Illinois |

TASK FORCES/APPOINTED BOARDS

- 1988: Legislative Task Force on Underground Storage Tanks
- 1989: Governor's Commission on Clean Air, Transportation Subgroup
- 1991: Underground Storage Tank Advisory Task Force
- 1991: Governor's Task Force on Safe Drinking Water Needs
- 1992 - 95: State Solid and Hazardous Waste Regulatory Control Board

COMMUNITY BOARDS

- 2003 - 2009 Sarah Daft Assisted Living Center (Executive Committee)
- 2002 - 2010 Great Salt Lake Rowing Club
- 1997 - 2009 American Civil Liberties Union of Utah (Executive Committee)
- 1999 - 2000 Local FEMA Board (Chair)
- 1999 - 2000 Salt Lake County Homeless Coordinating Council (Chair)

- 1995 - 1999 Salt Donated Dental Services
1992 - 1999 ASSIST, INC., Community Design Center (Board member and Chair)
1978 - 1998 Utah Nonprofit Housing Corporation, affordable housing for special
and disadvantaged populations (Board member and Chair)

DISSERTATION AND PUBLISHED ARTICLES

- 1984: Asian Women's Social Networks and Mental Health
1990: Denton, K., L. T. Love, R. Slate: Eldercare in the '90's: Employee
Responsibility, Employer Challenge in *Families in Society* (71:6)

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Nancy Farrar Halden

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PROFILE

I am seeking grant-writing opportunities which will capitalize on the research, communication, and leadership skills that I've developed through my education, training and work as a scientist and my volunteer experiences.

EDUCATION

Grant Writing Training

Editing, Grant-Writing Basics and Consulting (Utah Valley University) 2009/2010
Proposal Writing and Foundation Funding Research (Foundation Center - 2010)

University of Utah • Salt Lake City, Utah

Master of Science in Biology

Rice University • Houston, Texas

Bachelor of Arts in English and Biology

SKILLS

Communication and Writing

- Currently writing grants for Intermezzo Chamber Music Society and Ulster Project Utah
- Wrote LOI's and grants for High Road for Human Rights
- Wrote concept paper for CHOICE Humanitarian
- Edited and consulted on grants for Salt Lake Center for Engaging Community
- Edited and co-published articles for scientific journals (Science, Proceedings of the National Academy of Science, Molecular & Cellular Biology, Journal of Virology, Journal of Bacteriology)

Leadership and Project Management

- Ability to plan, organize, gather essential information, execute and trouble-shoot complex projects
Organized and led first humanitarian trip to Chogoria, Kenya (conducted cultural training for participants, arranged home-stays, planned service project, planned visits to local villagers and schools, served as a liaison)
- Work independently and as a team member/leader
Organized and participated in volunteer service projects for groups of 10-50 church members (Soup Kitchen, Salvation Army Bell-ringing, Food Drives, Charitable Auction)

Client Relationship Development

- Ability to cultivate productive working relationships with a variety of people
Ulster Project Utah Board Member (2002 - present) A Northern Irish peace project
Host Family Committee Coordinator - organized recruiting, application process, interviewing and selection of 12 host families each year from area churches and schools, organized host family training sessions and solved host family issues during the project.
Grant Writer – wrote grant requests to Eccles and Hemingway Foundations and UCC
Neighbors in Need

Research and Analysis

- Skilled at researching foundation grants using Foundation Directory Online and Grant Station
- Adept at reading and understanding scientific terminology

- More than 12 years experience as a research biologist
University of Texas Medical School, University of Utah, Johns Hopkins, NIH

PERSONAL CAPABILITIES AND INTERESTS

- Travel: Europe, Canada, Central and South America and Kenya
(Adept at speaking, reading and understanding French)
- Proficient in Microsoft Word and Excel
- Hobbies: organize and lead weekly hiking group, skiing, cooking, gardening

Professional references and writing samples available upon request.

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Alicia Geesman

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Salt Lake City, Utah 84103
(801) 549-7715 cell

Qualifications: *Proficiency in research-grant application and administration
*Expertise in working with research personnel including PIs and AAs
*Eighteen years grant-management experience at the University of Utah
*Adept at prioritizing and managing multiple projects

Experience:

- June 2011-current Cardiovascular Research and Training Institute at the University of Utah- Salt Lake City, Utah
Chief Administrative Officer : responsible for planning, organizing, directing and controlling all aspects of CVRTI's internal and external human resources, grants and contracts, and financial management operations.
- Mar. 2009-June 2011 Huntsman Cancer Institute at the University of Utah- Salt Lake City, Utah
Grants/Contract Officer : assist PIs and AAs in preparation of NIH, ACS, DoD and other federal grants; review grant proposals and progress reports; analyze proposals for compliance with federal and state regulations as well as U of U restrictions; assist AAs with administration of awards; act as liaison between HCI Research Administration and PIs; provide RA training to AAs
- Feb. 2006- Nov. 2008 Lowell Bennion Community Service Center- Salt Lake City, Utah Development Director : managed all aspects of fundraising including raising 80% of Center's annual operating budget; extensive experience researching and writing grant proposals as well as management of and reporting on awards
- Jan. 2004- Jan. 2006 University of Utah Development Office- Salt Lake City, Utah
Assistant Director, Annual Giving: managed all aspects of Phonathon program with fundraising goal of \$450,000 per academic year; increased income an average of 340% in first 6 months; established U of U Student Foundation, advised 20+ student board members; supported fundraising efforts of all 15 U of U colleges and a dozen departments, including telemarketing and direct mail; supervised 30+ full- and part-time employees
- May 1997- Jan. 2004 KUER Public Radio- Salt Lake City, Utah (May 1997 to Jan. 2004) Membership Manager: supervised all aspects of individual (annual) giving program; collected, maintained, interpreted and reported membership data; researched, secured and maintained individual, major donor and federal and private grant support; raised \$500,000+ per year via direct mail, telemarketing and on-line to provide 40% of KUER's total budget; worked with media to promote KUER programs; managed special events; wrote successful direct mail letters and grant applications
- Sept. 1996- March 1997 Sundance Institute- Salt Lake City, Utah
Development/Sundance Film Festival: managed all aspects of Festival advertising including design of local and national ads; wrote copy for and supervised publication of Festival Catalogue; secured and managed corporate sponsorships (\$15,000 - \$100,000) for the 1997 Sundance Film Festival
- May 1993- Sept. 1995 Peace Corps of America- Staszow, Poland
Teacher/English Department Chair: taught English as a foreign language to secondary

school students; developed curriculum; managed dept. of 4 full-time faculty members; established career mentoring/networking program serving 50+ low-income Polish women; researched national regulations to develop 250+ individual exit exams to evaluate student skills

Education: University of Utah- Salt Lake City, Utah
1991 Bachelor of Science, Mass Communication

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EXPERIENCE

THE SANDLER RESEARCH INSTITUTE, San Francisco, California, Editor, 2008-2009

- ◆ Editor for the Institute. Authors' editor. Substantively edit manuscripts for publication, including rewriting copy for content, grammar, and to fulfill publisher's specs. Edit grant proposals for content, grammar, and to fulfill funding agency requirements. Work with students, postdocs, and investigators to produce manuscripts for publication, grant proposals, and presentations. Worked as part of a team to rewrite the Annual Report for the institute, and was responsible for adding a glossary and atlas of parasites.

FREELANCE EDITOR, Antioch, California, 2008-now

- ◆ Provide editorial services on an ad hoc level to several clients throughout the San Francisco Bay Area and Sacramento. Edit manuscripts, presentations, grant proposals, and transcription services through private business.

DEPARTMENT OF PHYSIOLOGICAL NURSING, UNIVERSITY OF CALIFORNIA, San Francisco, California

Data Manager, Hearing Impairment Project, 2004-2008

- ◆ Create and maintain data bases on subject information for qualitative/quantitative research project involving the psycho-social interactions of hearing impaired seniors and their significant others utilizing SPSS, Excel and other data based applications.
- ◆ Transcribe interviews (approx. 550) of study subjects from audio cassette.
- ◆ Code interview contents into NVivo database for qualitative analysis.
- ◆ Create and submit brochures, flyers, and other advertisement materials to Bay Area audiology clinics and medical centers to solicit participants for the study.
- ◆ Write and edit materials for publication detailing the results of the study in professional journals as well as for presentation at national meetings.

DEPARTMENT OF PATHOLOGY, UNIVERSITY OF CALIFORNIA SAN FRANCISCO, San Francisco, California

Senior Editor/Administrative Manager, 1999-2003; Editor, 1988-1999

- ◆ Critically reviewed and substantively edited a variety of printed and digital materials for publication in peer-reviewed journals for faculty and housestaff.
- ◆ Wrote abstracts and summaries and contributed as co-author on manuscripts.
- ◆ Assisted PIs in the development and production of grant proposals.
- ◆ Part of a five person managerial team, developing and instituting policies and procedures for departmental administration.
- ◆ Administrative oversight for interdepartmental conferences sponsored by the Department of Pathology and the Office of Continuing Medical Education. Including:
 - ◆ Editing and annually updating the syllabus for a national conference on fine-needle aspiration biopsy technique and interpretation run by members of the Pathology Faculty and coordinating with the Office

of Continuing Education in the identification and recruitment of speakers, making travel arrangements, and hotel reservations (usually in Hawaii).

- ◆ Scheduled conference room reservations, catering, and publicity for weekly departmental Grand Rounds lectures.
- ◆ Scheduled laboratories and lecture rooms for the medical student Pathology course.
- ◆ Participated in the development of seminars and lectures sponsored by the Biomedical Editors Group, including developing a university-wide code of ethics in research and a lecture series designed for new residents and postdoctoral fellows on the methods and ethics of biomedical publishing, including issues of authorship and copyright laws.

- ◆ Recruited new employees, provided orientation and training to career and temporary personnel.

- ◆ Performed library searches, maintained bibliographies, reviewed publishers' proofs and interacted with journal editors on matters regarding publication.

- ◆ Produced teaching materials, including quarterly syllabi for the medical student pathology course. Administrative oversight for the syllabi for the dental, pharmacy, and physical therapy student pathology courses. Worked with Program/Course Directors to produce and revise syllabi and other materials (e.g., PowerPoint presentations of scanned digital media, WebCT curricula) for various interdepartmental, national, and international teaching conferences.

- ◆ Worked with the Director of Surgical Pathology to create a system of synaptic coding for use in surgical diagnoses.

- ◆ Assisted in the design and maintenance of the Department of Pathology's original website (<http://pathology.ucsf.edu>).

- ◆ Coordinated writing, production and design for advertisements and media releases of departmental news items.

EDUCATION

Masters Program, American Literature, San Francisco State University, California
BA, English, San Francisco State University, California

TECHNICAL/PROFESSIONAL COURSES

SPSS, Excel, Photoshop, FrontPage, HTML, Endnote 7.0, NVivo8.

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

American Medical Writers Association, 1990 - 2003

UCSF Biomedical Editors Group, 1990 – 1999

UCSF Panel on Biomedical Ethics in Research 1997-1999

UCSF Academic Business Officers Group 1999-2003

References available upon request

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Beth Karlin
1921 Harrison #3L
Evanston, Illinois 60201
b-karlin@northwestern.edu
(847) 869-2671

Experience

Swedish Covenant Hospital Chicago, IL
Mental Health Counselor July 2, 2007 to present
Monitor, document, and manage patients and changes in their physical and emotional condition.

Methodist Hospital Chicago, IL
Mental Health Worker July 18, 2005 to January 30, 2008
Created and utilized a women's group and wellness booklet for females with substance abuse issues. Monitor patients with developmental disabilities and document changes in behavior.

Abbott House Highland Park, IL
Assistant Activities Director October 20, 2004 to July 15, 2005
Create and supervise activities for residents and document their behavior.

The Hadley School for the Blind Winnetka, IL
Curriculum Writer Sept. 3, 2003 to Oct. 10, 2004
Create textbooks and prose books, integrating ideas of management and outside authors.

Wilmette Junior High School Wilmette, IL
Substitute & Assistant Spec. Education Teacher Nov. 2001 to Aug. 2004
Supervised 7th and 8th graders. Tutored 7th grade students with special needs.

Commerce Clearing House, Inc. Riverwoods, IL
Proofreader & Writer Dec. 1985 to Oct. 2001
Proofread legal periodicals & trained new staff (1985-92). Produced weekly legal reports & trained new staff (1992-98). Wrote and produced newsletter for small businesses (1998-2001).

Education

Northwestern University Evanston, IL
Member of Alpha Sigma Lambda Honor Society 2001-2007

The School of the Art Institute of Chicago Chicago, IL
Earned equivalent to a BFA in Fine Arts 1985

University of Denver Denver, CO
Earned BA in Psychology 1970-1975

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Kerry E. Kelly, P.E.

Research Associate, Institute for Clean & Secure Energy
University of Utah, 380 INSCC
1452 E., 155 S., Salt Lake City, UT 84112
(801) 587-7601 (tel); (801) 585-1456 (fax)
kelly@eng.utah.edu

EDUCATION

M.S. 1991, Environmental Engineering, University of North Carolina Chapel Hill
B.S. 1988, Chemical Engineering, Purdue University

PROFESSIONAL EXPERIENCE

2010-present, Research Associate, Institute for Clean & Secure Energy, University of Utah

- Assessing life-cycle environmental impacts of emerging energy technologies
- Assistant Director of the Utah Clean Coal Program, which is developing technologies for carbon capture.
- Identifying and pursuing funding opportunities, and leading the preparation of multidisciplinary technical proposals.

2002-2010, Associate Director, Institute for Combustion & Energy Studies, University of Utah

- Assisted with the management of the Institute.
- Assistant Director of the Utah Clean Coal Program.
- Identified/pursued funding opportunities, and led the preparation of multidisciplinary proposals.

2000-2010, Research Engineer, Institute for Combustion & Energy Studies, University of Utah

- Organized and coordinated large field tests to characterize particulate matter and visibility impairment at various locations including U.S. military bases, hard-rock mines, and the U.S./Mexico border.
- Managed a diesel engine test laboratory.

1996-2000, Research Engineer, University of Tennessee

1994-1996, Scientist, Fraunhofer Institute for Atmospheric Environmental Research (Germany)

1992-1993, Process Engineer, Radian Corp.

PROFESSIONAL AFFILIATIONS/ SERVICE

Utah State Air Quality Board; Air & Waste Management Association, Great Basin Chapter Advisory Board; Utah DEQ Carbon Capture Advisory Committee; University of Utah Office of Sustainability Advisory Committee; and Utah DEQ Clean Utah Partners Advisory Board; Science-Fair Mentor.

SELECTED PUBLICATIONS

K.E. Kelly, G.D. Silcox, A.F. Sarofim, D.W. Pershing (in press), An Evaluation of Ex Situ, Industrial-Scale, Aqueous CO₂ Mineralization, *International Journal of Greenhouse Gas Control Technologies*.

J. Zhang, **K.E. Kelly**, E.G. Eddings, J.O.L. Wendt (in press) CO₂ effects on near field aerodynamic phenomena in 40 kW, co-axial, oxy-coal, turbulent diffusion flames, *International Journal of Greenhouse Gas Control Technology*.

J. Zhang, **K.E. Kelly**, E.G. Eddings, J.O.L. Wendt (2011) Ignition in 40 kW co-axial turbulent diffusion oxy-coal jet flames, *Proceedings of the Combustion Institute*, Volume 33, Issue 2, Pages 3375-3382.

K.E. Kelly, I.C. Jaramillo, M. Quintero-Núñez, D.A. Wagner, K. Collins, H.L.C. Meuzeelar, J.S. Lighty

(2010) Low-Wind/High Particulate Matter Episodes in the Calexico/Mexicali Region, *J. Air & Waste Management Assoc.* 59:1173-1185.

A.F. Sarofim, **K. Kelly** (2010) Forward in: *Handbook of Combustion*, M. Lackner; F. Winter; K. Avinash (eds), Wiley-VHC, Weinheim, Germany.

M.Gawlowski, **K.E. Kelly**, L.A. Marcotte, A. Schönbacher (2009) Determining the effect of species composition on temperature fields of tank flames using real-time holographic interferometry, *Applied Optics* 48(23), 4625- 4636.

J.G. Staniswalis, H. Yang, W.-W. Li, **K.E. Kelly** (2009) Using a Continuous Time Lag to Determine the Associations between Ambient PM_{2.5} Hourly Levels and Daily Mortality: Indication of the Importance of the Total Number of Particles, *J. Air & Waste Management Assoc.*

K. Kelly, M. Quintero Núñez, F.A. Vazquez, K. Collins, D.A. Wagner, J. Lighty (2006) Black Carbon and Polycyclic Aromatic Hydrocarbon Emissions from Vehicles in the U.S. – Mexico Border Region: Pilot Study, *J. Air & Waste Management Assoc.* 56, 285 –293.

A. Braun, N. Shah, F.E. Huggins, **K. Kelly**, A. Sarofim, C. Jacobsen, S. Wirick, H. Francis, J. Ilavsky, G.E. Thomas G.P. (2005) Huffman X-ray scattering and spectroscopy studies on diesel soot from oxygenated fuel under various engine load conditions, *CARBON* 43, 2588-2599.

W.P. Arnott, b. Zielinska, C.F. Rogers, J. Sagebiel, K. Park, J. Chow, H. Moosmüller, J.G. Watson, **K.E. Kelly**, D. Wagner, A. Sarofim, J. Lighty, G. Palmer (2005) Evaluation of 1047-nm Photoacoustic Instruments and Photoelectric Aerosol Sensors in Source-Sampling of Black Carbon Aerosol and Particle-Bound PAHs from Gasoline and Diesel Powered Vehicles, *Environ. Sci. Technol.* 39: 5398-5406.

B. Currey, **K.E. Kelly**, W.W. Li, H.L.C. Meuzelaar, A.F. Sarofim (eds) (2005) The U.S.-Mexican Border Environment: Particulate Matter Issues, SCERP Monograph Series (A. Sweedler, series editor), Southwest Center for Environmental Research and Policy, San Diego State University Press.

P. Jiang, D.O. Lignell, **K. Kelly**, C.J. Montgomery, J.S. Lighty, A.F. Sarofim (2005) Simulation of the Evolution of Particle Size Distribution in a Vehicle Exhaust Plume with Unconfined Dilution by Ambient Air, *J. Air & Waste Management Assoc.* 54:437-445.

C.F. Rogers, W.P. Arnott, B. Zielinska, J. Sagebiel, **K.E. Kelly**, D.A. Wagner, J.S. Lighty, A.F. Sarofim (2005) Real-Time Measurements of Jet Aircraft Engine Exhaust, *J. Air & Waste Management Assoc.* 55:583:593.

K.E. Kelly, B. Zielinska, D.A. Wagner, M. McDaniel, J.S. Lighty, A.F. Sarofim (2004) Effect of diesel and JP8 fuels on particulate emissions, *Military Engineer*, 629, 62-65.

K.E. Kelly, D.A. Wagner, B. Bretecher, B. Holden, K. Sahay, Z. Nardi, J.S. Lighty, A.S. Sarofim, N. Helgeson (2004) Evaluation of Catalyzed and Electrically Heated Soot Filters for Removal of Particulate Emissions from Diesel and JP-8 Fueled Engines *J. Air & Waste Management Assoc.* 54:83-92.

B. Zielinska, J. Sagebiel, W.P. Arnott, C.F. Rogers, **K.E. Kelly**, D.A. Wagner, J.S. Lighty, A.F. Sarofim, and G. Palmer (2004) Phase and Size Distribution of Polycyclic Aromatic Hydrocarbons in Diesel and Gasoline Vehicle Emissions *Environ. Sci. Technol.* 38, 2557-2567.

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Elizabeth (Lisa) Maroski

422 West Melrose #207
Chicago, Illinois 60657-3835
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lisa.maroski@mindspring.com

Experience

2008-present **Book Coach.** Assist clients in writing, organizing, and publishing their own books.

1988–present **Freelance Editor and Writer.** Clients have included research faculty at the National Institutes of Health, Mayo Clinic, Loyola University Medical School, Children's Memorial Hospital, and Rush Presbyterian-St. Luke's Medical Center, Elsevier Science (*Annals of Thoracic Surgery* and *Obstetrics and Gynecology*), *The Journal of Heart and Lung Transplantation*, and the New York Academy of Medicine.

- Topics of expertise include immunology, molecular and microbiology, genetics, cardiology, neurology, oncology, ophthalmology, psychology, and philosophy.

- Books include *Why Wait? Create Your Soul Mate Now*, by Frank Polancic, *Myositis and You*, by Rider, Miller, Pachman, and Bollar.

Writing Instructor. Teach 6-week technical/scientific writing course to students, faculty, and staff of the Department of Microbiology and Immunology, Loyola Medical Center. Work with professors and students one-on-one to improve their writing skills.

1996 **Freelance Set Fabricator, MBP Scenic.** Built and installed modular scenic systems for corporate sales and advertising presentations.

1994-1996 **Editorial Production Supervisor, Ophthalmic Publishing Company.**

Edited manuscripts and coordinated production for *The American Journal of Ophthalmology*.

Responsible for all aspects of publication of accepted articles, including correspondence with authors, editor-in-chief, primary liaison with compositor, and color separator.

Upgraded online editorial procedures by writing macros in WordPerfect for Windows.

Updated style and procedure manuals.

1992-1994 **Manuscript Editor, University of Chicago Press.** Edited *The American Journal of Human Genetics (AJHG)* and *Molecular Biology and Evolution*. Each monthly issue comprised 200–250 pages. Responsible for production, interaction with authors, compositor, and printer. Created style manual for *AJHG*.

Research Analyst. Designed and implemented a quantitative study of social work periodical literature charting the rise of "scientific methodology" within the field. Reviewed relevant literature, coded data, and managed two other data coders.

1990-1992 **Marketing Consultant.** Researched, edited, and developed marketing strategies for *Intrapsychic Humanism: Introduction to a Comprehensive Philosophy and Psychology of Mind*, by Drs. William and Martha Pie

- Investigated strategies for placing special interest books in libraries and the marketplace.

- Conducted field-research interviews with acquisitions directors, bookstore owners, and book distributors.

Other Experience

1988-1994 **Theater Technician, Centre East Theater, Skokie.** Wardrobe/dresser for traveling shows, worked load ins, load outs, and general backstage work.

1987-1988 **Sales Associate, Banana Republic,** nationwide clothing retailer. Mastered various aspects of retail sales and merchandising.

1986-1987 **Awarded a Charles Dana Foundation Research Study Internship.** Designed, implemented, and reported on qualitative study investigating students' motivations for asking questions in college classes. Study aided faculty in improving classroom discussions.

Education

1982-1986 **Bryn Mawr College,** B.A. in philosophy, minor in psychology, *cum laude.*

1987-1989 **University of Chicago,** Committee on the Analysis of Ideas and the Study of Methods. Postgraduate study in philosophy and linguistics.

Continuing Education

1995 **University of Chicago Publishing Program,** Medical Editing, a nine-week intensive course on the American Medical Association's style.

Ongoing **Landmark Education,** courses on leadership and personal and professional development.

Software Proficiency Mastery of Word, Outlook, PowerPoint, Reference Manager
Proficiency with Excel, HTML, Adobe Acrobat

Other Interests Sailboat racing, dance (ballet and Argentine tango), and bicycling

Publications

- *The One That Is Both: A Novel* (August 2006 by iUniverse)
- <http://paradoxplayground.blogspot.com>
 - "Get the Word Out: Write a Book," published in *The Journal of the Conference for Global Transformation*, Vol. 7, No. 1, 2007.
 - *The Playbook: A Companion Guide to The One That Is Both*, February 2008
 - "Transforming Language to Transform the World." Winner, Best Paper Award, 2008 Conference for Global Transformation, published in *The Journal of the Conference for Global Transformation* Vol. 8, No. 1, 2008.
 - "Drifts, Paradigm Shifts, and Transformation" with Helen Kessler. published in *The Journal of the Conference for Global Transformation*, Vol. 9, No. 1, 2009.

Presentations

"From Paradox to Wholeness"

"Creating a Language of Peace"

"Language and Paradox"

"Leadership Lessons from Transformational Tango"

References available upon request.

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Karen Mottola, MA, CCRP, CPC

270 J Street, Salt Lake City, Utah 84103

Specializations: Clinical Research Billing Compliance, Education, Writing, System Design

Experience

Clinical Research Compliance Officer

October 2007-present

Clinical Research Compliance and Education, School of Medicine, University of Utah, Salt Lake City, Utah

Project Leader: policy, audit, prospective reimbursement analysis, regulatory; education (former)
Auditor: Medicare coverage – all CR studies; full CR financials – randomly and for cause
Policy Writer: all institutional clinical research (CR) policies
System Designer: electronic software for CR management; CR billing; and CR billing review
Education Designer, Technical Writer, Trainer: numerous CR classes, modules, user guides
Research-Operations Liaison: prevention/correction of CR billing error, facility and professional
Departmental Liaison: multiple School of Medicine departments, University Compliance offices
Researcher: federal CR-related policy and process, with focus on financial compliance
FDA sponsor-investigator requirements: assist investigators in FDA applications (pre-market and 510 (k))

Clinical Research Editor, Grant Writer (research plan)

July 2005-present

University of Utah Consultant, Salt Lake City, Utah

Writer: grant proposals and manuscripts, NIH and FDA research protocols

Clinical Research Coordinator

April 2005-October 2007

International Pediatric Neuromuscular Disorders Network, Department of Neurology, University of Utah
High Risk Cancer Clinics Melanoma Program, Huntsman Cancer Institute, University of Utah

Project Coordinator: full range of activities from feasibility and budgeting through data analysis
Regulatory Writer, Manager: Institutional Review Board (IRB) protocols; IRB application
Writer, Editor: Investigational New Drug research protocols; grant proposals; study manuscripts
Designer: scheduling and participant tracking system, management system, budgeting tools

Book Editor

September 1994-April 2005

Freelance Consultation, Austin, Texas; Santa Fe, New Mexico; Salt Lake City, Utah

Consultant, Writer, Editor, Indexer, Graphic Designer: numerous academic publications

Instructor, Philosophy, Rhetoric & Composition

August 1991-May 2004

University of Texas, Austin, Texas (1991-2001)
Southwestern University, Georgetown, Texas (2001)
Westminster College, Salt Lake City, Utah (2002-2004)

Teacher/lecturer: numerous philosophy courses (e.g. philosophy of science, medical ethics, logic)
Teacher/lecturer: introductory Rhetoric & Composition courses
Designer: philosophy and composition courses; academic writing guides

Undergraduate Writing Center Consultant, Manager

January 1997-May 2001

University of Texas, Austin, Texas

Undergraduate Writing Consultant: one-on-one consultation across the curriculum
Graduate Writing Consultant: one-on-one consultation across the curriculum
Grant Writer, System Designer, Data Analyst: assisted in center development, grant proposals

Personnel Manager: supervised 63 post-graduate consultants (August 2000-May 2001)

Newspaper Editor, Reporter

August 1988-August 1991

Williamson County Sun, Georgetown, Texas

Editor: lifestyle and sports section (copy editor, page designer, headlines, lay-out)

Reporter: features, medicine, science

Research Assistant

September 1987-May 1988

F. Clark Power, Ph.D., University of Notre Dame, Notre Dame, Indiana

Data Analyst: assisted researchers in the moral education projects of Lawrence Kohlberg

Recent Conference Activity

Speaker: 6th Annual Clinical Billing & Research Compliance, March 2012 (pending); MAGI, October 2011; Health Care Compliance Association (HCCA) Physicians Practice Compliance, October 2011; MAGI, May 2011; Archetypology of Everyday Life (psychoanalysis), May 2011; Epic Research Advisory Council, April 2011; 5th Annual Clinical Billing & Research Compliance, March 2010; Epic Research Advisory Council, April 2010

Faculty: Clinical Trial Billing Compliance Boot Camp, August 2011 (pending)

Professional Certifications

Certified Clinical Research Professional (CCRP)
Association of Clinical Research Professionals (ACRP)

October 2007-present

Certified Professional Coder (CPC)
American Association of Professional Coders (AAPC)

August 2009-present

Education

Master of Arts, Philosophy
Bachelor of Arts, Program of Liberal Studies

University of Texas, May 2002
University of Notre Dame, May 1987

Awards: Professional

University of Texas: Eyes of Texas Prize, 1998 (university-wide undergraduate award for educational service),
Department of Philosophy Teaching Awards (4), 1996, 1997, 1998

Williamson County Sun: First Prize, Texas Press Association, 1989: Features, Community Writing, Design
Honorable Mention, National Newspaper Association, 1989: Features

Awards: Educational

University of Texas: University Fellowship, Letters of Commendation, 1996, 1997

University of Notre Dame, Class of 1987: Salutatorian, First place, College of Liberal Arts, Nutting Award,
Program of Liberal Studies (best student teacher), Phi Beta Kappa

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Susan Schulman, MAT, CCRA

358 South, 700 East #B421, Salt Lake City, UT 84102

Phone: (801) 487-4449 Fax: (801) 483-2902

Email: ssschulmanlinks@gmail.com

PROFESSIONAL EXPERIENCE

January 2000-present: Self-employed, Links to Clinical Research, LLC; Salt Lake City, UT

I have accepted assignments in a variety of areas:

- Administering and grading clinical skills final examinations.
 - Audits of medical and medical/financial data.
 - Chart reviews for clinical trials.
 - Coordination and editing of grant applications.
 - Curriculum development and evaluation.
 - Implementation of specimen acquisition projects.
 - Institutional Review Board (health care ethics committee) and other regulatory document submissions.
 - Interviews for demographic survey research and other projects.
 - Literature searches utilizing PUBMED, CINAHL, and other databases.
 - Permission requests for use of previously published material.
 - Preparation for memorial tribute to academic physician / PhD researcher.
 - Software testing and preparation of user guide for medical/financial software.
 - Write-ups of minutes, summaries, proceedings, and reports of professional meetings.
 - Writing, editing and researching manuscripts, protocols, abstracts, books, websites, and articles for health professionals and the general public.
-
- January 2011-present: Staff Specialist, University of Utah School of Medicine. I teach history taking and physical diagnosis skills as a Standardized Patient for medical, nursing, occupational therapy, pharmacy, physical therapy, physician assistant and genetic counseling students; postgraduate trainees (residents); and University of Utah School of Medicine faculty. I also assist School of Medicine faculty and staff in administering Objective Structured Clinical Examinations (OSCE) and other examinations. Prior to my School of Medicine staff appointment, I performed the same tasks as an independent contractor since 1998.
-
- September 1999-January 2000: Sabbatical Quarter - I utilized this time to broaden my knowledge and expertise in clinical cancer research and other areas. I stressed the educational nature of the sabbatical by increasing my attendance at lectures and workshops, professional meetings and other continuing education activities, primarily focusing on adult and pediatric oncology/hematology, neurology, and gerontology. I investigated research developments in autism and tutored an autistic child via the Lovaas method, which emphasizes intensive educational and social intervention techniques. Additionally, I did volunteer work with senior citizens by functioning as a bill payer and advocate for elderly clientele served by Salt Lake County Aging Services / RSVP Program / Meals On Wheels.
-
- August 1990-June 1999: Project Coordinator, Huntsman Cancer Institute/Utah Cancer Center; University of Utah Health Sciences Center, Salt Lake City, UT. I wrote, reviewed, and edited clinical trials, specimen acquisition protocols, manuscripts, Institutional Review Board (University ethics committee) and Clinical Cancer Investigations Committee submissions, newsletters, and a variety of other projects. I prepared a user manual about conducting industry-supported research studies. I interfaced with the general public and with health professionals from other institutions as a resource person for the University's Cancer Referral and Information Service. In addition, I was responsible for data management, follow-up of long-term survivors of cancer, patient recruitment, and other aspects of HCI's collaboration with the Southwest Oncology Group (SWOG). I also worked with students and faculty members at the David Eccles School of Business, University of Utah. As an assignment for a required

Field Studies Project, nine students collaborated with me and with HCI and University Hospital clinicians to develop a financial counseling plan for cancer patients.

- September 1990-April 1992: Staff Consultant, Clinical Research Center; University of Utah Health Sciences Center, Salt Lake City, UT. At the Clinical Research Center I reviewed new and proposed research projects. I advised about the adequacy of statistical testing methodology and database design/data entry procedures. In addition, I worked with individual physician investigators and with the CRC computer systems manager on ongoing protocols and data management issues.
- February 1984-August 1990: Data Management Specialist, University of Washington Medical Center, Seattle, WA and Tumor Institute, Swedish Hospital Medical Center, Seattle, WA. I was responsible for reviewing and analyzing clinical research data for lung, bone/soft tissue, and breast cancer studies. Many of these protocols were SWOG pilot studies. I evaluated data for adherence to study criteria and updated study records on individual patients. I prepared reports about treatment efficacy, time-to-progression and survival, and toxicity. I served as liaison between UW clinicians and the staffs of the SWOG Statistical Center and University of Washington Department of Biostatistics. I also designed forms and other data management tools for members of the Division.
- June 1979-August 1990: Data Manager, Lung Cancer Study Group (LCSG), Fred Hutchinson Cancer Research Center (FHCRC), Seattle, WA. I worked for the LCSG as a data management consultant on nursing research projects, and I provided assistance with data management and administration. Other responsibilities involved the collection and compilation of data for local studies which utilized LCSG and other patients and protocols. I maintained communication with the local LCSG pathology consultant and the national LCSG Pathology Reference Center, with local tumor registries and tumor boards, with the FHCRC Cancer Surveillance System, and with the LCSG affiliate staff in Vancouver, B.C.
- July 1976-May 1979: Data Manager, Division of Oncology, Vanderbilt University Medical Center, Nashville, TN. At Vanderbilt I compiled data related to the Division's participation in the Southeastern Cooperative Oncology Group (SEG), randomized and conducted follow-up on SEG protocol patients, and informed physicians throughout the medical center and in the community about the availability of protocol studies. I also collected and analyzed data for investigator-initiated studies. Other responsibilities included communication with tumor registries and pathologists, recruitment of subjects for the Division's Tumor Immunology Laboratory research protocols, and administrative work related to Human Use (ethics) Committees. Additionally, I worked with protocols and/or data of the LCSG, Uro-Oncology Research Group, National Bladder Cancer Collaborative Group A, and National Prostatic Cancer Project.
- July 1973-June 1976: Research Coordinator, Gastrointestinal Oncology Clinic, University of Chicago Hospitals, Chicago, IL. I oriented new patients to the hospital and to our research program, assisted with explanations of treatments and tests, and screened patient and family concerns and problems. I also provided information about new protocols to community physicians and organized a weekly educational conference about gastrointestinal malignancies. I maintained data files on local protocols and collected data for investigator-initiated studies.
- July 1972-June 1973: Clinical Coordinator, Gastroenterology Clinic, University of Chicago Hospitals, Chicago, IL. My major responsibilities involved arranging appointments, scheduling and collecting results of tests, describing testing procedures and giving information to patients, updating charts, and providing a variety of other patient-related services.

References are available on request.

EDUCATION

University of Michigan, Ann Arbor, Michigan. Major: Russian. Minor: French/Spanish. Bachelor of Arts, with honors.

University of Chicago, Chicago, Illinois. Majors: Russian and Education. Master of Arts in Teaching.

University of Chicago. Graduate Student at Large, Division of Physical Sciences. 9 hours, mathematics and

statistics.

Vanderbilt University, Nashville, Tennessee. Student at Large. Audited introductory molecular biology (8 hours).

University of Utah, Salt Lake City, UT. Graduate Student, Center on Aging, College of Nursing. Areas of interest: centenarians; cognitive issues; eldercare; ethnicity and aging; aging in film, television, advertising. Certificate in Gerontology.

PROFESSIONAL ORGANIZATIONS

US Autism and Asperger Association (Board of Directors member)

Society for Neuro-Oncology

Society of Clinical Research Associates

Florida Brain Tumor Association

American Cancer Society (ACS National Office: Community Representative / Stakeholder/Volunteer Trainer, 2011-present)

CERTIFICATION

Certified Clinical Research Associate (CCRA), 1996-present

SELECTED SPECIAL INTERESTS

Market research / "mystery shopping" for consumer product companies and health care facilities. Volunteer tutoring, teaching, fundraising, and other activities for Salt Lake Community College - Community Writing Center and University of Utah. Needle felting scientific illustrations. Running and hiking, spectator sports. Correspondence. Theatregoing and moviegoing. Breadbaking, dessert and other cookery (blue ribbon winner at Utah State Fair, teach cooking and breadbaking to children and adults). Recycling (volunteer recycler at University of Utah Health Sciences Center, first prize winner of University of Utah Winterfest Essay Contest for essay about recycling during the 2002 Winter Olympic Games), 2011 Utah Philanthropy Day Heart & Hands Award recipient).

PUBLICATIONS

Levin B, Karlin DA, Schulman S, Thorp GW, Kirsner JB, and Rosenberg IH. The Gastrointestinal Oncology Clinic: A Multidisciplinary Approach to Cancer Diagnosis and Management at a University Medical Center. *Surgical Clinics of North America* 56: 233-9, 1976.

Greco FA, Richardson RL, Schulman SF et al. Therapy of Small Cell Carcinoma of the Lung: Complete Remissions, Acceptable Complications and Improved Survival. *British Medical Journal* 2 (6129): 10-12, 1978.

Oldham RK, Greco FA, and Schulman SF. Chemotherapy and Radiotherapy for Small Cell Carcinoma of the Lung. *Proceedings of the Second Conference on Lung Cancer Treatment*. National Cancer Institute, May 22-24, 1977.

Greco FA, Richardson RL, Schulman SF, and Oldham RK. Limited Stage Small Cell Lung Carcinoma: Complete Radiographic and Bronchoscopic Response and Increased Survival Following Therapy. *Clinical Research* 26:436A, 1978.

Greco FA, Richardson RL, Schulman SF, and Oldham RK. Combinations of Infusion 5-Fluorouracil, Methyl CCNU, Mitomycin C and Vincristine in Advanced Colorectal Carcinoma. *Clinical Research* 26:435A, 1978.

Greco FA, Richardson RL, Schulman SF, and Oldham RK. Combinations of Constant Infusion 5-Fluorouracil, Methyl CCNU, Mitomycin C and Vincristine in Advanced Colorectal Carcinoma. *Cancer Treatment Reports* 62:1407-1408, 1978.

Hande KR, Greco FA, Fer MF, Schulman SF, and Oldham RK. Combination Chemotherapy plus High Dose

Methotrexate for Extensive Stage Small Cell Lung Cancer. AACR Proceedings, 1979.

Greco FA, Richardson RL, Hande KR, Schulman SF, and Oldham RK. Treatment of Inappropriate Secretion of Antidiuretic Hormone in Small Cell Lung Cancer. APCR Proceedings, 1979.

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Davis S, Wright P, Schulman S, Scholes D, Thorning D and Hammar S. Long term survival in small-cell carcinoma of the lung: a population experience. Journal of Clinical Oncology 3:80-91, 1985.

Livingston R and Schulman S. Radiation therapy (XRT) to multiple sites as consolidation for extensive small cell lung cancer: Southwest Oncology Group Study. ASCO Proceedings, #C-698, 1985.

Knudsen N, Schulman S, vanden Hoek J, and Fowler R. Insights on how to quit smoking: a survey of patients with lung cancer. Cancer Nursing 8:145-50, 1985.

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Knudsen N, Schulman S, Fowler R, and vanden Hoek J. Why bother with stop-smoking education for lung cancer patients? World Smoking and Health, American Cancer Society, 10:21, 1985.

Schulman S. The attending at the funeral: letter to the editor. New England Journal of Medicine 313: 1665, 1985.

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Livingston RB, Griffin B, and Schulman S. Sequential hemibody irradiation (HBI) or Cyclophosphamide (CTX) + total body irradiation (TBI) + autologous bone marrow infusion (ABM) as consolidation for estrogen receptor, negative, disseminated breast cancer: a Southwest Oncology Group study. AACR proceedings, 27:205 (#812), 1986.

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proceedings, 1988.

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Mortimer JE, Blinder MA, Schulman S, Appelbaum FR, Buckner CD, Clift RA, Sanders JE, Storb R and Thomas ED. Relapse of Acute Leukemia After Marrow Transplantation: Natural History and Results of Subsequent Therapy. *Journal of Clinical Oncology* 7:50-7, 1989.

Knudsen N, Block K and Schulman S. Malignant Pleural Mesothelioma. *Oncology Nursing Forum* 16:845-51, 1989.

Ellis GK, Green S, Schulman S, Trantum BL, Goldberg RS and Livingston RB. Combination Chemotherapy and High-Dose Cyclophosphamide Intensification for Poor Prognosis Breast Cancer. *Cancer* 64:2409-15, 1989.

Mortimer JE, Schulman S, Macdonald JS, Kopecky K and Goodman G. High-dose Cisplatin in Disseminated Melanoma: A Comparison of two Schedules. A Southwest Oncology Group Study. *Cancer Chemo Pharm* 25:373-6, 1990.

Ellis GK, Green S, Schulman S, Coltman CA, Hynes HE, Rivkin S and Livingston RB. Alternating Weekly Doxorubicin and 5-Fluorouracil/Leucovorin Followed by Weekly Doxorubicin and Daily Cyclophosphamide and Stage IV Breast Cancer: A Southwest Oncology Group Study. *Cancer* 68:934-939, 1991.

Cannon GW, Marble DA, Griffiths MM, Schulman SF and Strand V. Immunologic Assessment During Treatment of Rheumatoid Arthritis with Anti-CD5 Immunoconjugate. *Proc Am Coll Rheumatology*, 1991.

Eyre HJ, Crowley JJ, Townsend JJ, Eltringham JR, Morantz RA, Schulman SF, Quagliana JM and Al-Sarraf M. A Randomized Trial of Radiotherapy versus Radiotherapy Plus CCNU for Incompletely Resected Low Grade Gliomas: A Southwest Oncology Group Study. *Journal of Neurosurgery* 78:909-914, 1993.

Cannon GW, Marble DA, Griffiths MM, Cole BC, McCall S, Schulman SF and Strand V. Immunologic Assessment During Treatment of Rheumatoid Arthritis with Anti-CD5 Immunoconjugate. *J Rheumatol* 22:207-213, 1995.

Belanich M, Pastor M, Randall T, Guerra D, Kibitel J, Alas L, Li B, Citron M, Wasserman P, White A, Eyre H, Jaeckle K, Schulman S, Rector D, Prados M, Coons S, Shapiro W and Yarosh D. Retrospective Study of the Correlation between the DNA Repair Protein Alkyltransferase and Survival of Brain Tumor Patients Treated with Carmustine. *Cancer Research* 56:783-788, 1996.

Jaeckle KA, Eyre HJ, Townsend JJ, Schulman S, Knudson HM, Belanich M, Yarosh DB, Bearman SI, Giroux DJ and Schold SC. Correlation of tumor O6 methylguanine methyltransferase levels with survival of malignant astrocytoma patients treated with bis-chloroethylnitrosourea: a Southwest Oncology Group study. *J Clin Oncol* 16:3310-3315, 1998.

Jaeckle KA, Upchurch C, Townsend JJ, Eyre HJ, Knudson HM, Schulman S, Crowley J, Hamilton JM, Morantz RA and Vogel FS. A Randomized Phase III Trial of AZQ 24-Hour Infusion versus BCNU for Adult High Grade Gliomas: A Southwest Oncology Group Study. *J Clin Oncol*, submitted, 1996.

West PJ, Logan MA, Allatore R, Schulman S, Kanekar S and Shapiro JE. Utah Brain Awareness Week 2000: Education and Community Outreach. *Proceedings, Society for Neuroscience*, 2000.

Schulman S. Personal Practice: A Yard Sale Relic or a Link to Someone's Past? *Long-Term Care Interface* 2:19, 2001.

McAllister LD, Ward JH, Schulman S and DeAngelis LM. *Practical Neuro-Oncology*. Elsevier, 2002.

Schulman S. Attracting and Training Physicians for Geriatric Care. *Long-Term Care Interface* 3:32-36, 2002.

Schulman S. Taking Gerontology Education Into Secondary Schools. *Long-Term Care Interface* 4:33-36, 2003.

Schulman S, Tuckett RP, and Kriesel JD. Herpes Zoster in the Elderly. *Long-Term Care Interface* 5:53-58, 2004.

Blumenthal DT and Schulman S. Survival outcomes in glioblastoma multiforme, including the impact of adjuvant chemotherapy. *Expert Rev Neurother* 5:683-690, 2005.

Schulman S. Water on the brain. American Water Works Association Intermountain Section Newsletter, Summer 2007.

Judd RA, Digre KB, Warner JEA, Schulman SF, and Katz BJ. Shedding light on blepharospasm: a patient-researcher partnership approach to assessment of photophobia and impact on activities of daily living. *Neuro-Ophthalmology* 31:49-54, 2007.

Schulman S and Adusumilli PS. eHealth and pHealth: next wave of disruptive technology? *Natl Med J India* 20:261-262, 2007.

Kriesel JD, Sutton DA, Schulman S, Fothergill AW, and Rinaldi MG. Persistent pulmonary infection with an azole-resistant *Coccidioides* species. *Medical Mycology* 46:607-610, 2008.

Crow RW, Katz BJ, Warner JE, Alder SC, Zhang K, Schulman S, and Digre KB. Giant cell arteritis and mortality. *J Gerontol A Biol Sci Med Sci* 64:365-369, 2009.

Copy Editor for Jones RE and Digre KB. *Diabetes: Focus on Women*. University of Utah, 2011.

<http://healthcare.utah.edu/utahdiabetescenter>. January 2013

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Heidi Jaeger Smith, MHA, PMP
Heidiirene1@gmail.com
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Summary

Senior level healthcare professional with Project Management Professional (PMP) certification and a Master of Health Administration (MHA) degree. Track record in leading successful cross-functional teams in population health improvement programs and software development. Core strengths include organizational transformation, communication, and community partnerships. A collaborative leadership style with strong people, process, and technology skills. Recognized for delivering complex program objectives within scope, budget and schedule. Industry knowledge and experience with healthcare reform (PCACA, PCMH, Meaningful Use) strategies and requirements.

Relevant Experience

2013 Senior Healthcare Consultant, Total Quality, Salt Lake City

- Strong strategic consulting and change management expertise
- Responsible for deliverables of client engagements, including project timelines and logistics
- Provides subject-matter expertise in program development and solution packaging
- Maintains currency of current industry, market, and policy landscape

2010 – 2013 Beacon Program Manager, HealthInsight, Salt Lake City.

Healthcare QIO awarded prime contract for IC3 Beacon (\$15M, 3 year Federal ARRA contract

Significantly improved Diabetes Type 2 national quality outcome measures for 25,000 patients in 60 primary care clinics across the Salt Lake Metropolitan Statistical Area in three years through clinical transformation coaching and data management.

- Creation of ePOLST, electronic registry for end of life care delivery directives, designated model for the nation by the Office of the National Coordinator for Health Information Technology.
- Development of electronic public health disease reporting system, a pilot project for a national model.
- Produced the Beacon Book of Achievement; Videos of Beacon success stories; Annual Reports; dashboards; and presentations for community organizations.
- Other projects include: Choosing Wisely, Vibrant Organization Development, Emergency Preparedness, Employee Wellness, Consumer Engagement, Patient Centered Medical Home.

2006 - 2010 Project Manager, 3M HIS Corporation, Murray, UT

Healthcare Information Systems division of a Fortune 500 firm providing secure, self-service, advanced software tools and services.

Served in 3 different roles: Implementation Manager for Home Health and Hospice Division; Operations Manager during acquisition and startup of division by Canadian Company; Project Manager of software development.

- Developed a new process for software implementation reducing the schedule from 6 months to 3, and increasing revenue by \$100,000 per implementation.
- Created a new platform for legacy product utilizing agile methodology and cutting-edge technology, resulting in improved appearance and end user functionality.
- Managed customer relationships during the transition to new ownership resulting in 100% contract retention and renewal for the first year.

*2001 – 2005 Operations Manager, Informatix Laboratories, Corp., Salt Lake City, UT
The company specializes in third party billing for large government-based healthcare institutions.*

Recruited to the company to direct national healthcare software computer installations with inpatient and outpatient components in the managed care environment and conceptualize, develop, and create the commercial face of the company.

- Developed an innovative \$5.2 million software program to replace an outdated and dysfunctional government legacy system.
- Created a new product line for the company resulting in \$1M in revenue each year and a client partnership leading to innovative customer driven software design.

Current Community Activities

2009-present Therapeutic Harpist at Bristol Hospice, A Step Forward Hospice and Park City Medical Center.

2011-2014 Appointed to the Summit County Board of Health for 3 year term

2013, May-Program development of Health Care education track for 2013 Project Management Institute

2012, 2013 Volunteer for the People's Health Center annual fundraiser, July, 2012.

2010-2013 Appointed to Advisory Board for Prevention of Obesity in Health Minorities,

Certification/Training

2012-2013 IHI Quality Improvement online courses

2008-2013 Annual Project Management Institute Professional Development Conferences,

2012-2013 Annual University of Utah Integrative Medicine Conferences

2011 Agile Project Management, 4 day course taught by RedRockResearch

2011 Health Information Technology, Technical Support (HIT) Certification, SLCC, sponsored by the Office of the National Coordinator for Health Information Technology

2009 Project Management Leadership Skills and Project Management Risk Management Basics, 3M Corp. Global Learning Network.

2008 Project Management Professional (PMP) certification, Project Management Institute

2007 Lean Six Sigma Green Belt Certified, 3M Corp. Black Belt Training course

Education

MHA, University of Washington, Seattle, WA

B.S., University of California, Davis, CA

Professional Affiliations

Member, Project Management Institute, Northern Utah Chapter, 2006 to present.

Member, HIMSS 2011 to present

Publications

IC3 Beacon Successes and Achievements, September 2013.

"Summary of IC3 Beacon Achievements", October 2013, UMA Newsletter.

"ePOLST Development", poster accepted at UPHS Annual meeting, April, 2013.

"HealthInsight and the Wellness Policy Network Taskforce", Quality Insight, Winter, 2013 ed.

“Diabetes Management in a Community Collaborative” Poster Presentation at URAC Diabetes mini-Summit, San Francisco, 2012.

“Beacon Celebrates 2 year Anniversary” September 2012, UMA Newsletter.

“Successful Beacon Interventions Example from Utah” AcademyHealth Healthbrief #3, 2012.

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EDUCATION

Ph.D., Biochemistry, University of Utah, Salt Lake City, UT	1981 - 1986
B.S., major in Chemistry, minor in Biological Chemistry, University of Buenos Aires, Buenos Aires, Argentina	1974 - 1978

EMPLOYMENT

Huntsman Cancer Institute, University of Utah

1999–present Investigator

Department of Internal Medicine, University of Utah

2000-present Research Associate Professor

1992-2000 Research Assistant Professor

1989-1992 Research Instructor

Nora Eccles Harrison Cardiovascular Research & Training Institute, University of Utah

1986-1989 Research Associate

LANGUAGES

Spanish	Mother tongue
English	Fluent written and spoken
French	Working knowledge

PROFESSIONAL MEMBERSHIPS AND SOCIETIES

2009-present	American Society of Immunologists
2007	Silver Heart Member, American Heart Association
1996-2011	Fellow-Council on Arteriosclerosis, Thrombosis, and Vascular Biology
1996-2011	Fellow-Council on Basic Cardiovascular Sciences
1986-present	American Society for Biochemistry and Molecular Biology
1986-present	Honor Society Phi Kappa Phi

SKILLS

- Leadership and development of projects with translational potential in the cancer field
- Ability to conduct independent research focused on lipid metabolism and inflammation
- Supervision, training, and motivation of laboratory personnel, including technicians, undergraduate and graduate students, post-doctoral fellows and medical fellows
- Writing and publication of scientific articles (73 original publications)
- Identification of extramural funding sources to support salaries and research operations
- Conception, writing, and submission of grant proposals to private and government agencies
- Oral scientific presentations at national, international and regional meetings and universities
- Active participation in administrative university School of Medicine committees

SCIENTIFIC REVIEWING EXPERTISE

2008	Site Visit for National Cancer Institute, Cancer Center Support Grant, Hollings Cancer Center, Medical University of South Carolina
2007	Singapore Agency for Science, Technology & Research
2005-2009	Erythrocyte and Leukocyte Biology Study Section, National Institutes of Health
2006	American Heart Association Western 4B (Lipids & Lipoproteins)

2005 Ohio Cancer Research Associates
2004 Austrian Science Fund (FWF)
2004 Asthma Exacerbations: Biology and Disease Progression, National Institutes of Health

UNIVERSITY TEACHING EXPERIENCE

2011 Lecturer, Cell Biology II, *Lipid mediators and Inflammation*
2010 Lecturer, Cell Biology II, *Lipid mediators and Inflammation*
2009 Course director, Journal Club/Grant writing course, *Inflammation and Cancer*
2008 Instructor, Journal Club/Grant writing course, *Inflammation and Cancer*

ADMINISTRATIVE EXPERIENCE

2010- Research Advisory Committee, University of Utah School of Medicine
2006-present Executive Committee, University of Utah School of Medicine
2003-present Selection Committee, University of Utah School of Medicine
2002-2003 Interview Committee, University of Utah School of Medicine
1998-2005 Director, Huntsman Cancer Institute Internship Program

CONSULTING EXPERIENCE

1998-2002 Paid consultant for ICOS Corporation, Bothell, WA

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Stacey C. Chapman Tobin, PhD, ELS
The Tobin TouchSM, LLC www.thetobintouch.com
stacey.tobin@thetobintouch.com
Updated July 2011

EDUCATION

Doctor of Philosophy in Neurobiology and Physiology **June 2003**
Northwestern University, Evanston, IL

Master of Science in Molecular Physiology and Biophysics **December 1998**
Vanderbilt University, Nashville, TN

Bachelor of Science in Biology, Minor in Chemistry, Magna cum Laude **May 1996**
Oglethorpe University, Atlanta, GA

BOARD CERTIFICATION

Editor in the Life Sciences, ELS **April 2010**

RESEARCH/WORK EXPERIENCE

Freelance Medical Writer/Editor and Owner **April 2003 - present**
The Tobin TouchSM, LLC, Chicago, IL
Writing and editing grant proposals, invited reviews, and peer-reviewed journal articles for various academic and biotechnology clients

Chief Science Liaison **April 2006 - July 2011**
Williams|Labadie, Chicago, IL
Research and analysis of medical and scientific information in support of new business initiatives and existing accounts; content/project development, copywriting, and editing; coverage of national meetings

Senior Medical Writer February **2005 - March 2006**
Ideon Healthcare Education, Chicago, IL
Content development, copywriting, and editing medical educational materials; coverage of national meetings

Associate Director, Editorial Services **August 2004 - January 2005**
ACCESS Medical Group, Ltd., Chicago, IL
Editorial services project management; client consultation and content development; copywriting and editing

Senior Medical Writer/Content Specialist **June 2003 - August 2004**
ACCESS Medical Group, Ltd., Chicago, IL
Content development, copywriting, and editing medical educational and marketing/communications materials

Consultant **June 2002 - December 2004**
Wellmark International, Schaumburg, IL
Scientific consulting and writing services in support of business development initiatives

Graduate Assistant **September 1998 - April 2003**
Department of Neurobiology and Physiology
Northwestern University, Evanston, IL

Graduate Assistant **August 1996 - September 1998**
Department of Molecular Physiology and Biophysics
Vanderbilt University Medical School, Nashville, TN

Undergraduate Research Program Trainee
Department of Gastroenterology
Medical University of South Carolina, Charleston, SC

June 1995 - August 1995

Undergraduate Research Assistant
Department of Research and Development
Research Genetics, Inc., Huntsville, AL

May 1994 - August 1994

AWARDS AND FELLOWSHIPS

Student Fellow
Carcinogenesis Training Grant
Northwestern University, Evanston, IL

January 2000 - December 2000

Oral Presentation Award
Center for Reproductive Sciences Minisymposium
Northwestern University, Evanston, IL

October 2000

Student Fellow
Cellular and Molecular Basis of Disease Training Grant
Northwestern University, Evanston, IL

September 1998 - August 2000

Graduate Research Fellowship
Vanderbilt University, Nashville, TN

September 1996 - September 1998

LeConte Award for Excellence in the Sciences
Oglethorpe University, Atlanta, GA

May 1996

PUBLICATIONS

Peer-Reviewed Articles

Ayala JE, Boustead JN, **Chapman SC**, Svitek CA, Oeser JK, Robey RB, O'Brien RM. Insulin-mediated activation of activator protein-1 through the mitogen-activated protein kinase pathway stimulates collagenase-1 gene transcription in the MES 13 mesangial cell line. *J Mol Endocrinol.* 2004;33:263-280.

Chapman SC, Woodruff TK. Betaglycan localization in the female rat pituitary: implications for the regulation of FSH by inhibin. *Endocrinology.* 2003;144:5640-5649.

Chapman SC, Bernard DJ, Jelen J, Woodruff TK. Properties of inhibin binding to betaglycan, InhBP/p120 and the activin type II receptors. *Mol Cell Endocrinol.* 2002;196:79-93.

Chapman SC, Woodruff TK. Modulation of activin signal transduction by inhibin B and inhibin binding protein (InhBP). *Mol. Endocrinol.* 2001;15:668-679.

Chapman SC, Ayala JE, Streeper RS, Culbert AA, Eaton EM, Svitek CA, Goldman JK, Tavare JM, O'Brien RM. Multiple promoter elements are required for the stimulatory effect of insulin on human collagenase-1 gene transcription. Selective effects on activator protein-1 expression may explain the quantitative difference in insulin and phorbol ester action. *J Biol Chem.* 1999;274:18625-18634.

Ebert DH, Bischof LJ, Streeper RS, **Chapman SC**, Svitek CA, Goldman JK, Mathews CE, Leiter EH, Hutton JC, O'Brien RM. Structure and promoter activity of an islet-specific glucose-6-phosphatase catalytic subunit-related gene. *Diabetes.* 1999;48:531-551.

Streeper RS, **Chapman SC**, Ayala JE, Svitek CA, Goldman JK, Cave A, O'Brien RM. A phorbol ester-insensitive AP-1 motif mediates the stimulatory effect of insulin of rat malic enzyme gene transcription. *Mol Endocrinol.* 1998;12:1778-1791.

Streeper RS, Eaton EM, Ebert DH, **Chapman SC**, Svitek CA, O'Brien RM. Hepatocyte nuclear factor-1 acts as an accessory factor to enhance the inhibitory action of insulin on mouse glucose-6-phosphatase gene transcription. *Proc Natl Acad Sci USA*. 1998;95:9208-9213.

Streeper RS, Svitek CA, **Chapman S**, Greenbaum LE, Taub R, O'Brien RM. A multicomponent insulin response sequence mediates a strong repression of mouse glucose-6-phosphatase gene transcription by insulin. *J Biol Chem*. 1997;272:11698-11701.

Invited Reviews

Thompson TB, Cook RW, **Chapman SC**, Jardetzky TS, and Woodruff TK. Beta A versus beta B: is it merely a matter of expression? *Mol Cell Endocrinol*. 2004;225:9-17.

Bernard DJ, **Chapman SC**, Woodruff TK. Inhibin binding protein (InhBP/p120), betaglycan, and the continuing search for the inhibin receptor. *Mol Endocrinol*. 2002;16:207-212.

Bernard DJ, **Chapman SC**, Woodruff TK. An emerging role for co-receptors in inhibin signal transduction. *Mol Cell Endocrinol*. 2001;180:55-62.

Bernard DJ, **Chapman, SC**, Woodruff TK. Mechanisms of inhibin signal transduction. *Recent Prog Horm Res*. 2001;56:417-450.

Textbook Chapters

Chapman SC, Kenny HA, Woodruff TK. Activin, inhibin and follistatin in ovarian physiology. In: Adashi EY and Leung PC, Eds. *The Ovary*. 2nd Ed. New York: Lippincott, Williams and Wilkins. 2004;273-287.

Chapman SC, Woodruff TK. Cytokines, growth factors and their receptors. In: Fauser BCJM, Ed. *Reproductive medicine: molecular, cellular and genetic fundamentals*. 2nd Ed. New York: Parthenon Press. 2002;295-312.

Editing Acknowledgements

Kim SY, Zhu J, Woodruff TK. A truncated, activin-induced Smad3 isoform acts as a transcriptional repressor of FSH β expression in mouse pituitary. *Mol Cell Endocrinol*. 2011 Jun 1. [Epub ahead of print]

Woodruff TK, Shea LD. A new hypothesis regarding ovarian follicle development: ovarian rigidity as a regulator of selection and health. *J Assist Reprod Genet*. 2011;28:3-6.

Xu M, Fazleabas AT, Shikanov A, Jackson E, Barrett SL, Hirshfeld-Cytron J, Kiesewetter SE, Shea LD, Woodruff TK. In vitro oocyte maturation and preantral follicle culture from the luteal-phase baboon ovary produce mature oocytes. *Biol Reprod*. 2011;84:689-697.

Cooley A, Zelivianski S, Jeruss JS. Impact of cyclin E overexpression on Smad3 activity in breast cancer cell lines. *Cell Cycle*. 2010;9:4900-4907.

Adams PL. Long-term patient survival: strategies to improve overall health. *Am J Kidney Dis*. 2006;47(Suppl 2):S65-S85.

Jeruss JS, Vicini FA, Beitsch PD, Haffty BG, Quiet CA, Zannis VJ, Keleher AJ, Garcia DM, Snider HC, Gittleman MA, Whitacre E, Whitworth PW, Fine RE, Arrambide S, Kuerer HM. Initial outcomes for patients treated on the American Society of Breast Surgeons MammoSite clinical trial for ductal carcinoma-in-situ of the breast. *Ann Surg Oncol*. 2006;13:967-976.

Kenny HA, Woodruff TK. Follicle size class contributes to distinct secretion patterns of inhibin isoforms during the rat estrous cycle. *Endocrinology*. 2006;147:51-60.

Cook RW, Thompson TB, Kurup SP, Jardetzky TS, Woodruff TK. Structural basis for a functional antagonist in the transforming growth factor beta superfamily. *J Biol Chem.* 2005;280:40177-40186.

Jeruss JS, Sener SF, Brinkmann EM, Bilimoria MM, Barrera, E Jr, Alwawi E, Nickolov A, Schermerhorn GM, Winchester DJ. Axillary recurrence after sentinel node biopsy. *Ann Surg Oncol.* 2005;12:34-40.

Bakris GL, Weir MR, Secic M, Campbell B, Weis-McNulty A. Differential effects of calcium antagonist subclasses on markers of nephropathy progression. *Kidney Int.* 2004;65:1991-2002.

Bristol SK, Woodruff TK. Follicle-restricted compartmentalization of transforming growth factor-beta superfamily ligands in the feline ovary. *Biol Reprod.* 2004;70:846-859.

Lehman RB. Effectiveness of divalproex in the treatment of disruptive behavior disorders in children: a retrospective chart review. *Primary Psychiatry.* 2004;11:48-52.

Jeruss JS, Santiago JY, Woodruff TK. Localization of activin and inhibin subunits, receptors and SMADs in the mouse mammary gland. *Mol Cell Endocrinol.* 2003;203:185-196.

Jeruss JS, Sturgis CD, Rademaker AW, Woodruff TK. Down-regulation of activin, activin receptors, and Smads in high-grade breast cancer. *Cancer Res.* 2003;63:3783-3790.

Suszko MI, Lo DJ, Suh H, Camper SA, Woodruff TK. Regulation of the rat FSH beta-subunit promoter by activin. *Mol Endocrinol.* 2003;17:318-332.

Jeruss JS, Liu NX, Chung Y, Magrane G, Waldman F, Edgerton S, Yang X, Thor AD. Characterization and chromosomal instability of novel derived cell lines from a wt-erbB-2 transgenic mouse model. *Carcinogenesis.* 2003;24:659-664.

PRESENTATIONS

“Mechanisms of Inhibin Action in the Female Reproductive Axis” April 2003

Thesis Seminar, Interdepartmental Biological Science Program, Northwestern University, Evanston, IL

“Modulation of Activin Signal Transduction by Inhibin B and InhBP” October 2000

2000 Center for Reproductive Sciences Minisymposium, Northwestern University, Evanston, IL

“Modulation of Activin Signal Transduction by Inhibin B and p120” October 2000

Endocrine Society 82nd Annual Meeting, Toronto, Ontario

“Mechanisms of Inhibin Signal Transduction” October 1999

1999 Center for Reproductive Sciences Minisymposium, Northwestern University, Evanston, IL

“Insulin Regulation of Human Collagenase-1 Gene Expression” August 1998

Thesis Seminar, Interdisciplinary Graduate Program, Vanderbilt University, Nashville, TN

TEACHING EXPERIENCE

Graduate Mentor, Scientific Writing Summer 2002

Northwestern University Summer Research Opportunity Program, Evanston, IL

Teaching Assistant, Cell Biology 315 Spring 2001

Northwestern University, Evanston, IL

Teaching Assistant, Systems Physiology 325 Fall 2000

Northwestern University, Evanston, IL

Teaching Assistant, Genetics 210-1 Fall 1999

Northwestern University, Evanston, IL

MEMBERSHIPS

Member, Board of Editors in the Life Sciences April 2010 - present

Member, Council of Science Editors January 2010 - present

Member, American Medical Writers Association July 2008 - present

Vice President of Communications October 2003 - October 2004

Association for Women in Science (AWIS), Chicago Area Chapter

Student Member, American Medical Writers Association January 2002 - January 2003

Student Member, National Association of Science Writers January 2002 - January 2003

President, AWIS, Chicago Area Chapter October 2001 - October 2003

Student Member, The Endocrine Society April 2001 - April 2003

Student Member, Society for the Study of Reproduction April 2001 - April 2003

Member, Alpha Chi Honor Society April 1995 - May 1996

Member, Sigma Zeta Science Honor Society April 1994 - May 1996

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Nancy Wiefek

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Rehoboth Beach, DE 19971
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nwiefek@sbcglobal.net

EDUCATION

Ph.D. 2001
Penn State University (Political Science)
Dissertation: "Economic Anxiety: A Link Between Everyday Life and Political Opinion"

M.A. 1996
Penn State University (Political Science)

B.A. 1989
Temple University (Political Science; Russian minor) Graduated summa cum laude

Non-degree 1997
University of Michigan/ICPSR Program in Quantitative Methods

WORK EXPERIENCE

American Rights at Work - Washington, DC
Research Analyst. Reviewed, conducted, and managed large-scale and quick response research on the American labor movement and labor law. Monitor relevant literature, survey findings, and daily news clips. Organize panels and participate in relevant academic and advocacy conferences. (2008 to 2010)

CUNY/Baruch Survey Research Unit - New York, NY
Senior Research Associate. Managed academic and government agency survey research projects. Assisted and advised professors and government agencies with research design, survey instrument development, and analysis, including web-based survey projects. (2007 to 2008)

Lake Research Partners - Oakland, CA.
Senior Analyst. Drafted questionnaires and focus group guidelines, conducted candidate and issue research, conducted analysis of results and drafted strategic memos, reports, and powerpoint presentations. Completed RIVA training as a focus group moderator in 2002. (2002-2007)

Economic Opportunity Institute - Seattle, WA.
Early Childhood Education Policy Director. Conducted research and advocacy related to childcare and early education policy. (2000-2001)

Penn State University - University Park, PA.
Graduate Assistant. Taught undergraduate political science courses, including American government, public policy, and state politics and conducted research and statistical analysis. (1994-2000)

Teamsters' Local Union 115 - Philadelphia, PA.
Administrative Assistant. Administered and posted all union dues. Assisted union members with dues problems. Researched issues and wrote summaries for the union president. (1990-1994)

Social Security Administration - Philadelphia, PA.

Benefit Authorizer. Handled all payments not processed through automated program, determined eligibility based upon procedural guides and updated procedure based on federal rulings. (1989-1990)

Social Security Administration - Philadelphia, PA.

Federal Junior Fellowship. Assisted in all facets of agency operations including managerial work and technical projects. Upon graduation from college completed four months of technical training to become a benefit authorizer. (1985-1989)

Public Broadcasting Station (Channel 12) - Philadelphia, PA.

Administrative Assistant. Assisted in all stages of fund-raising drives and provided clerical support. (1985-1989)

FREELANCE PROJECTS

Northwest Regional Educational Lab – Portland, OR.

Conducted research and wrote a report for the legislature on Oregon's Head Start program. (2001)

Economic Policy Institute - Washington, D.C.

Analyzed and wrote summaries of public opinion on various topics for an online consumer's guide to public opinion, *The Pulse*. (1999-2000)

RESEARCH SKILLS

Public Opinion: Economic anxiety, social welfare, health care, and racial policy views.

U.S. Public Policy: Economic policy, health care, early education and child care policies.

Research methods: Designing questionnaires and focus group guidelines. RIVA trained focus group moderator.

Statistics: Multivariate methods, scale construction, factor analysis, and data management including writing SPSS syntax files.

SELECTED PUBLICATIONS AND MANUSCRIPTS

2006 Eric Plutzer and Nancy Wiefek. "Family Transitions, Economic Status and Voter Turnout among African American, Inner-City Women." *Social Science Quarterly* September.

2003 *The Impact of Economic Anxiety in Postindustrial America*. Greenwood Publishing Group. December.

2002 O'Connor, Robert E., Richard J. Bord, Brent Yarnal, and Nancy Wiefek. "Who Wants to Reduce Greenhouse Gas Emissions?" *The Social Science Quarterly* 83(1):1-17.

1999 "Families at Risk: Attitudes Toward Child Care Spending" Paper presented at the Annual Meetings of the American Political Science Association, September 2-5, Atlanta.

1998 "Anxiety and Race: Work-related Anxiety and Whites' Opposition to Racial Policies" Paper presented at the Annual Meetings of the American Political Science Association, September 3-5, Boston.

1997 "Class Bias in the Electorate and State Educational Equity" Poster presented at the Annual Meetings of the Midwest Political Science Association, April 16, Chicago.

HONORS AND AWARDS

Honorable mention by the American Political Science Association's E.E. Schattschneider Dissertation Award Committee (2001)

Society for the Psychological Study of Social Problems: Dissertation Grant-in-Aid (1999)

Research and Graduate Studies Office, Penn State: Dissertation Research Grant (1999)

Awarded Graduate Assistantship (1994-2000)

Certificate of Achievement Teamsters' Organizing School (1991)

Inducted into Phi Beta Kappa - junior year (1987)

Received Special Service Award presented by the Social Security Administration (1987)

Awarded Federal Junior Fellowship by the U.S. Office of Personnel Management (1985)

REFERENCES

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Vicki L. Winslow
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Saint Louis, Missouri 63130
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SPECIFIC SKILLS

Creative, academic, and business writing; grant proposals; editing and proofreading.

EDUCATION

B.A., English
University of North Carolina at Chapel Hill 1982

M.F.A., Creative Writing
University of North Carolina at Greensboro 1983

EXPERIENCE

Webster University – Saint Louis, Missouri Feb. 2008 – Present

Donor Relations Coordinator. Work within the Alumni & Development Programs office of a university with more than 100,000 alumni worldwide to maintain positive relationships with alumni and donors through personal contacts, events, services, and publications. Produce and edit donor-related communications, including automated acknowledgment letters and personalized acknowledgments signed by the president, chairman of the board, vice president of Development, and deans of Webster's six schools and colleges. Collaborate with president's office to plan and implement major donor events. Generate annual tax letters to donors and endowment reports to primary donors to endowed funds. Write and update Web page featuring stories about donors, student scholarship recipients, and alumni. Assist in production of e-newsletter for major donors.

Florida Institute of Education – University of North Florida, Jacksonville Oct. 2002 – Sept. 2007

Communications Coordinator. Provided writing, editing, and research services for a university-based institute delivering programs and services for policy makers, educational administrators, and teachers throughout the state. Wrote and edited copy for brochures, reports, grant proposals, and presentations. Editor of statewide electronic news service covering policy issues. Researched sources of funding for programs. Edited and consulted on creation of early literacy curriculum materials; provided assistance and editing of Web content. Assisted in shepherding publications through graphic design and printing.

City of Fernandina Beach - Fernandina Beach, FL Nov. 1999 – April 2002

Grants Administrator. Provided total grant-writing and related support for all departments of city government: researched grant programs, drafted applications and proposals, and reported on grants received. Administered disaster relief reimbursements from FEMA and the state.

City of Fernandina Beach - Fernandina Beach, FL (continued)

Worked with Regional Planning Council, Water Management District, and state and local agencies to develop grant projects. Major grant proposals funded for land acquisition, parks and recreation development, lighthouse preservation, beach renourishment, marina facilities, and street drainage projects. Served as staff

coordinator of Affordable Housing Task Force. Consulted with small nonprofit groups to identify grant sources and write successful applications.

C. E. and S. Foundation and Chrysalis Ventures, LLC - Louisville, KY March 1995 - July 2000
Program Associate (November 1995 - July 1999). Worked with potential Foundation grantees to develop proposals. Made presentations and offered recommendations to Foundation board on proposed projects. Drafted correspondence with grantees, and performed site visits. Produced quarterly newsletter and annual report. Drafted foundation documents, including program guidelines, Requests for Proposal, and proposal summaries.
Executive Assistant (March 1994 – July 1999). Provided full administrative support to venture capital company founder/managing director.

AWARDS, GRANTS, & HONORS:

Kentucky Arts Council Individual Artist Fellowship, 1998-99
Marguerite de Angeli Prize, Bantam Doubleday Dell Books for Young Readers, 1995

PUBLICATIONS:

Books:

Follow the Leader. New York: Delacorte Press, 1997. Winner of the Marguerite de Angeli Prize. Reviewed by *Publishers Weekly*, *School Library Journal*, and *Kirkus Reviews*.

"The Conversion of Jefferson Scotten" (novella). In *Meat and Potatoes*. Short Sharp Shock, 2011.

Stories:

"The Conversion of Jefferson Scotten." *The Alaska Quarterly Review* 5:1&2 (Fall/Winter 1986), 27-36.

"A Heart Like Pluto." *Mused*, the BellaOnline Journal (Spring 2011).

"Memorial." *The Amherst Review* XIV(1986) 20-24. Reprinted in *Memphis* XII: 7 (October 1987), 101-113.

"Mr. Dearborn and the Builder." *Kid City* (November 1988), 10-11.

"Nonperishables." *Fiction Fix*, 5 (Spring 2007), 18-28.

"Some Things Never Change." *cotton boll/The Atlanta Review* (Summer 1986).

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