###### Uncle Sam

1111 Career Place

Job Center, Maryland 20502

Business: 301-123-1111 – Residence: 301-123-5555

**Country of citizenship:** United States of America

###### Veterans’ Preference: No

**Highest Grade:** GS-0201-13, 10/2005-Present **Contact Current Employer:** Yes **AVAILABILITY**

**Job Type:** Permanent **Work Schedule:** Full Time **DESIRED LOCATIONS**

US-MD-Montgomery County

###### WORK EXPERIENCE

**National Institutes of Health** *Dates:* 10/05 – Present National Cancer Institute **Grade Level:** GS-13

6130 Executive Blvd., Room 4296 **Salary:** $100,904 Bethesda, MD 20892 **Hours Per Week:** 40

Supervisor: David Marshall (301) 444-1111 (Permission to contact)

 Serve as Program Manager overseeing an $8,000,000 contract, with two locations, 7 Federal and 12 contract employees



Manage a staff of four Program Analysts and three Program Assistants

Advise Administrative Officers on program issues including grant funding, policies, and procedures



Counsel grantees on grant questions and concerns

Present over 30 grant writing workshops to grantees and staff per year

Developed a grant writing training manual that has been used as a model by other departments within NCI



Manage 45 grantees and 125 grants with a total budget of $40,000,000

Coordinate with Program Directors and Administrative Officers on the allocation of grant funding

 Instruct NIH Grant Writing Basic Course and NIH Grant Writing Advanced Course

**National Institutes of Health** *Dates:* 6/93 – 9/05 National Cancer Institute **Grade Level:** GS-11

6130 Executive Blvd., Room **Salary:** $52,027

Bethesda, MD 20892 **Hours Per Week:** 40

Supervisor: Howard Gordon (301) 444-3333 (Permission to contact)

Served as Project Officer for $2,000,000 contract Coordinated award pay and bonuses for NCI Advised NCI Managers on personnel actions



Provided reports to internal customers, senior level managers, the Department of Health and Human Services, and the Office of Personnel Management

 Coached, motivated, and supervised three employees to provide exceptional customer service



Presented workshops on personnel management and contract management

Created and maintained multiple databases on benefits, payroll, and personnel actions

**National Institutes of Health** *Dates:* 7/90 – 5/93 National Cancer Institute **Grade Level:** GS-09

6130 Executive Blvd., Room 3535 **Salary:** $30,567 Bethesda, MD 20892 **Hours Per Week:** 40

Supervisor: Tony Stevens (301) 444-1212 (Permission to contact)

 Served as Program Analyst advising and counseling NCI employees on personnel questions and issues



Reviewed, analyzed, and evaluated the NCI extramural program Developed program goals and policies

Responsible for all recruit actions within the department Supervised two stay in school students and one secretary

Provided program support in the areas of personnel management, administration and budget



Maintained performance appraisal system for the Institute Developed standard performance elements for NCI positions

Trained and advised the administrative officers on personnel and policy issues

###### JOB RELATED TRAINING



|  |  |
| --- | --- |
| Managing Multiple Projects, American Management Association | 2002 |
| Project Management, American Management Association | 2001 |
| Administrative Office Management, USDA Graduate School | 1999 |
| Federal Government Grant Writing, USDA Graduate School | 1997 |
| Personnel Actions and Personnel Management Course, USDA Graduate School | 1995 |
| Staffing and Placement, USDA Graduate School | 1995 |

###### HONORS AND AWARDS



Excellence in Management (NCI) 2001

NCI Director’s award for Excellence in Extramural Program Development 1999 & 2001 Received outstanding performance appraisal 1990-Present

NCI Outstanding Leader Award 1996 & 1999

###### AFFILIATIONS



Coach – Girls Softball (ages 10 –12) Rockville, MD 1998-Present Coordinate fundraisers and manage the softball league’s finances

###### COMMITTEES/ORGANIZATIONS



NIH Human Resources Consolidation Committee 2002

NCI Human Resources Computer Research Team 1999-2001

**EDUCATION**



Graduate School of Business, University of Southern Los Angeles | Los Angeles, CA

**Masters of Business Administration** May 2011

University of Los Angeles | Los Angeles, CA



**Bachelor of Science, Applied Mathematics** May 2006

**Bachelor of Arts, Chicana and Chicano Studies** May 2006