
Research Administrator Resume

Job Objective

Research Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Highlights of Qualifications:

- Remarkable experience in program project grants and proposal preparation
 - Deep knowledge of administering staff and electronic submission of proposals
 - Huge knowledge of grant and contract application accounting
 - Good understanding of federal, state, and institutional regulations
 - Familiarity with post award accounting and contract administration
 - Amazing ability to manage independently and in a team
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Professional Experience:

Research Administrator
University of Pittsburgh, Pine Bluff, AR
November 2007 – Present

- Managed research administration activities.
- Executed pre-award administration of grants activities.
- Handled post-award administration of grants.
- Aided updated spending projections.
- Imparted support for division's research compliance program.

Research Administrator
Boston University, Pine Bluff, AR
December 2003 – October 2007

- Established grant application timelines.
 - Aided writing assigned sections of grant applications.
 - Assisted OSP to manage sub-award agreements.
 - Formulated regulatory approvals for research projects.
 - Handled research project milestones.
 - Outlined purchase of research equipment.
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Education:

Bachelor's Degree in Accounts
Spring Arbor University, Spring Arbor, MI

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