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## Research Administrator Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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:

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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:

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

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