

Shirley Freeman

Center for Research on Genomics and Global Health
National Human Genome Research Institute
National Institutes of Health
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EDUCATION

2008 - BBA with an emphasis on Human Resource Management
Strayer University, Washington, DC

EXPERIENCE

Intramural Program Assistant, 03/08-present
Center for Research on Genomics and Global Health
National Human Genome Research Institute
National Institutes of Health

- Manage the daily operation of the CRGGH including providing administrative support to the Director, Scientists and Collaborators
- Maintain the Director's calendar including travel and meeting arrangements
- Work with OIM to manage CRGGH budget
- Manage national and international subcontracts for CRGGH.
- Develop statement of work, statement of need and sole source justification for contracts and supplies.
- Coordinate IRB submissions for the CRGGH. Participate in protocol development; analyze protocols and records to ensure completeness and compliance with appropriate regulations, IRB guidelines and institutional policies.
- Serve as liaison between investigators and IRB to obtain the most expeditious, accurate and complete response to committee questions.
- Participate in the coordination of a major international initiative "Human Heredity and Health in Africa" funded by NIH and the Wellcome Trust in the UK.
- Applies NHGRI policies and procedures in overseeing office programs
- Coordinate international shipments of biological samples and questionnaires from multiple countries in Africa, including Kenya, Nigeria, Ghana and Ethiopia.
- Plan and schedule all domestic and international travel based on policies. Prepare authorization, amendment and vouchers
- Prepare employee hiring documentation, personnel action forms, and other paperwork as needed.
- Order all office, laboratory supplies and equipment through the purchasing online tracking system (POTS) and by credit card
- Manage and reconcile government credit card
- Coordinate CRGGH external sample biorepository at Thermofisher and Kamtek.
- Coordinate details of CRGGH staff meetings and other events.
- Perform timekeeping duties

Assistant Research Administrator, 03/00-03/08
National Human Genome Center, Howard University

- Monitor office operations to ensure that policies and procedures are being followed, goals and objectives are met, and projects are being accomplished efficiently and effectively.
- Manage the Director's calendar, including travel and meeting arrangements
- Coordinate domestic and foreign travel; process travel vouchers and maintain all travel records
- Process hiring documentation including; personnel recommendation and wage requisition forms for incoming faculty, staff and students
- Maintain and balance petty cash accounts
- Manage and reconcile credit cards
- Prepare domestic and international shipments to collaborators in the US, Africa (Nigeria, Ghana & Kenya) and China
- Perform data entry for multiple NIH funded genetic epidemiology projects
- Coordinate workshops, seminars, site visits and other office activities for the Genome Center
- Assist in budget development and execution for various NIH funded grants
- Work with IRB to get approval for multiple research projects
- Research and compile scientific articles from Pubmed and other online sources including Google
- Prepare time and attendance records
- Order and maintain inventory control of laboratory and office supplies
- Maintain files and records of staff including employee evaluations and disciplinary actions

Senior Administrative Assistant, 11/98-3/00
Strayer University, Takoma Park Campus

- Provide administrative support to the campus manager and admission officers.
- Enter data including student inquiries and applications into the admission information system.
- Process transcript request and submitted transcript to the student certification office for evaluation.
- Prepare external correspondence including student acceptance letters and certification of enrollment as requested.
- Review files of new student applicants for completeness and submit completed files to the records office.
- Complete mass mailings to the community to recruit incoming students.
- Review outgoing correspondence for grammar, punctuation and format

Administrative Assistant, 06/93-11/98
DC City Council/African American Civil War Memorial

- Provide administrative support to DC Councilmember Frank Smith and the Project Director
- Provide constituent service to the Ward 1 community
- Schedule and maintained a calendar of appointments, meetings, and travel for the Project Director

- Assist in the organization of fundraising events to support the established of the Civil War Memorial
- Prepare material for quarterly board meetings
- Complete travel arrangements for speakers and other dignitaries
- Provide data entry training to local volunteers
- Enter data of Civil War soldiers into the National Park Service database after research at the National Archives
- Organize, planned and oversee events and functions for the community
- Order and maintained an inventory of supplies
- Serve on the planning committee of the annual Georgia Avenue Day festival and parade
- Coordinate vendors for Georgia Avenue Day festival and parade

TRAINING

Fellowship Payment Course
NIH, May 19, 2008

Purchase Card Training
NIH, July 14-15, 2008

Domestic Travel Class
NIH, July 21-23, 2008

Foreign Travel Class
NIH, August 18-19, 2008

Time and Attendance using ITAS
NIH, August 28-29, 2008

GovTrip Travel Training
November 2-5, 2009