

# Ann M. Wlodarski

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## Research Coordinator

Highly organized, efficient, and reliable administrative professional with over 12 yrs. experience in coordinating, organizing and financial planning for projects of varying scope and duration. A strong and accomplished leader who is passionate about providing exceptional service.

## Education

### **M.H.A. | DECEMBER 2017 | UNIVERSITY OF CENTRAL FLORIDA**

- Major: Health Administration
- Coursework (related to the present position): Business administration, finance, process improvement, human resources management, project management

### **B.S. | MAY 2015 | UNIVERSITY OF CENTRAL FLORIDA**

- Major: Health Services Administration

## Experience

### ***RESEARCH PROGRAM COORDINATOR | UNIVERSITY OF FLORIDA | 02/18 - PRESENT***

- Responsible for the coordination and administration of two highly successful research programs under the direction of the Principal Investigators (Drs. Bulitta and Hochhaus).
- Coordinating and providing administrative support for 5 ongoing NIH and FDA projects.
- Specialize in coordinating, strategic planning and guidance for all research program activities.
- Extensive experience in coordinating multiple (international) sponsors, collaborators & subcontractors.

### ***BUSINESS MANAGER | PRECISION AUTO PERFORMANCE | 08/09 – 02/18***

- Responsible for the administration and management of all daily business activities.
- Designed and implemented the company's e-commerce site.

### ***PRACTICE MANAGEMENT INTERN | ORLANDO HEALTH | 08/17 – 12/17***

- Focusing on practice management and human resources management.
- Developed guidelines, performance metrics, and communication plans for new telecommuting program for team members.
- Created a comprehensive, searchable, organizational contact list for call center employees.
- Assisted in design and implementation of several training programs for phone-based team members.

### ***CARE MANAGEMENT INTERN | THE CAMERON GROUP | 08/14 – 12/14***

- Researched, composed and implemented a Plan Document and Summary Plan Description for the company's Section 125 Cafeteria Plan benefits program.

### ***CUSTOMER SERVICE & SALES SPECIALIST | FEDEX OFFICE | 04/08 – 08/09***

- Responsible for customer service and regional outside sales activities for five FedEx Office locations.
- Designed and implemented local marketing strategies and grand opening events.
- Established over 20 new customer accounts and recovered countless other at-risk accounts.

## Specialized Skills & Training

- Oversight and coordination of new hire onboarding process
- New hire training coordinator
- Maintenance of staff training records and compliance
- Benefits enrollment support
- Research project coordination
- Event / meeting coordination and planning
- Travel and conference planning
- Expense reporting
- Pre- and post-award administration
- Commitment control
- Accounting
- Budget development and projections
- Effort reporting and management
- Sponsored projects compliance and stewardship
- Subcontractor / vendor agreements
- BSL-2 microbe registration, Technical Change Amendments and Annual Administrative Updates
- Preparation of monthly and annual sponsor reports
- Web page design and editing
- Course facilitation
- Procurement / purchasing
- Cost principles
- IRB training
- HIPAA & privacy
- Lab biosafety procedures
- FERPA
- Publication pre-submission editing
- Shipping of biological agents and investigational drugs (including permits)
- Management and oversight of lab chemical inventory and annual Risk Assessment
- PCard management and reconciliation
- Material transfer agreements (MTAs) and confidentiality agreements (CDAs)
- Scheduling agendas and itineraries

## Memberships

National Council of University Research Administrators (NCURA)

American College of Healthcare Executives (ACHE)

American Society of Administrative Professionals (ASAP)

## Conference participation

08/2018 | NCURA 60<sup>th</sup> Annual Meeting | Certificate in Pre-Award Research Administration

03/2019 | Lake Nona Leadership Meeting and Symposium

05/2019 | NIH Regional Seminar

08/2019 | NCURA 61<sup>st</sup> Annual Meeting | Certificate in Post-Award Research Administration

## LIST OF ONGOING NIH AND FDA RESEARCH PROJECTS

<a href="#">NIH R01 AI148560-01</a>	Tsuji / Bulitta (PD/PI)	\$3.9M	2019-24	6 Co-investigators
Novel Strategies for Antibiotic Combinations to Combat Gram-negative Superbugs				
<a href="#">NIH/NIAID R01 AI136803</a>	Bulitta JB (PI)	\$5.7M	2018-23	10 Co-investigators
Combating resistant superbugs by understanding the molecular determinants of target site penetration and binding				
<a href="#">NIH/NIAID R01 AI130185</a>	Bulitta JB (PI)	\$3.4M	2017-22	5 Co-investigators
Next-generation combination dosing strategies to combat resistant <i>Acinetobacter baumannii</i>				
<a href="#">FDA HHSF223201710199C</a>	Luna BM (PI)	\$0.9M	2017-20	6 Co-investigators
A Preclinical Mouse Model of <i>Acinetobacter baumannii</i> Infection for Antibacterial Development				
<a href="#">FDA 75F40119C10154</a>	Hochhaus G / Bulitta JB	\$0.9M	2019-21	4 Collaborators
Systematic Evaluation of the Ex-Throat Plume Properties of MDI Formulations				