

Ann M. Wlodarski

Research Coordinator

Highly organized, efficient, and reliable coordinator with over 15 yrs. experience in managing, 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 COORDINATOR II* | 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 all active research 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

- Maintenance of staff training records and compliance
- Research project coordination
- Event / meeting coordination and planning
- Scheduling agendas and itineraries
- 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
- Review and reconciliation of monthly and annual sponsor reports
- Web page design and editing
- Course facilitation
- Procurement / purchasing
- Cost principles
- IRB training
- HIPAA & privacy training
- Lab biosafety procedures training
- FERPA training
- 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)

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 60th Annual Meeting | Certificate in Pre-Award Research Administration

03/2019 | Lake Nona Leadership Meeting and Symposium

05/2019 | NIH Regional Seminar

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

11/2021 | NIH Virtual Seminar on Program Funding and Grants Administration

02/2023 | NIH Virtual Grants Conference

08/2023 | NCURA 65th Annual Meeting | Certificate in Research Compliance/Ethics/Integrity