
5410 Broadway Apt 202 Oakland, CA 94618

Phone: +1 (510) 292-1605 Email: artawood@gmail.com

Experience

Campus Shared Services

University of California, Berkeley

Industry: Research Administration, Institution of Higher Education

<http://sharedservices.berkeley.edu/>

Job Title: Research Administrator 4

May 2015 - Present

- In addition to level 3 duties, acts as subject matter expert for internal / external team members
- Assists internal staff on large, complex multi-collaborative proposals
- Assists internal and external stakeholders in resolving contractual and financial issues
- Assists supervisor in internal staff performance evaluation
- Serves as Subject Matter Expert in Business Process Improvement projects
- Serves as Subject Matter Expert in Research Administration End-to-End projects
- Project Manager on internship-to-career pilot program for Research Administrators
- Serves as Coordinator for Research Administration Forums

Job Title: Research Administrator 3

July 2013 – April 2015

- Assisted faculty in proposal and budget development, and submission to various sponsors
- Liaised with campus legal offices for negotiation and execution of agreements
- Audited and reconciled financial transactions on sponsored projects for fiscal compliance
- Processed financial journal entries for adjustments and corrections
- Provided budget, projection, and financial reports to faculty and departments
- Managed research grants for faculty
- Liaised with cross-functional groups (HR, Payroll, Procurement, etc.) for all contractual matters
- Liaised with campus accounting office for contract invoicing and closing of project accounts

Freelance Front-End Developer/Web Project Manager

September 2013 - Present

- Work on freelance basis as Project Manager and Front-End Developer to coordinate with Web Designers, UX/UI Designers, and Photographers to implement designs for websites and mobile applications

ContainerTrac, Inc.

Richmond, California

Industry: Seaport, Vehicle and Container Tracking Technology

www.containertrac.com

Job Title: Logistics Manager

March 2012 – April 2013

- Managed logistical functions of the company, including procurement, shipping & receiving, and office management
- Negotiated purchasing agreements with international and domestic vendors
- Created and drafted purchasing orders for approval and review by management team
- Reviewed and processed invoices for payment, and forwarded report of payments to management team
- Managed production and manufacturing oversight, including in-house and third-party manufacturing sources; both domestic and international (China)
- Provided production forecasts and risk assessment

- Monitored and analyzed supply chain for electronic components, and provided reports on End of Life and obsolete parts
- Provided consultation on import and export restriction and regulations
- Provided cost and benefit analysis to management team
- Provided monthly expenditure reports and cost of goods sold (COGS)
- Supported engineers in product development and field testing
- Developed wireless IT solution for company's internal operations
- Maintained company's website and content management system

California Partners for Advanced Transportation and technology (PATH)

(Formerly called California Partners for Advanced Transit and Highways)

Institute of Transportation Studies

University of California, Berkeley

Industry: Academic Transportation Engineering Research

www.path.berkeley.edu

Job Title: Research Administrator 2

July 2010 – February 2012

- Worked directly with Chief Operating Officer to provide high level analysis in area of Research Administration

Job Title: Acting Business Manager

July 2009 – June 2010

- Supported proposal developments and submissions to federal, state, and private sponsors
- Managed contracts and grants for post-award projects
- Coordinated and reviewed proposal submissions for contractual bids
- Created and forecasted budget for management group, principle investigators, and sponsoring agencies, including analyzing and reporting expenses
- Managed daily organizational business operations
 - o Procurement
 - o Facility Management
 - o Personnel time and effort management support
- Liaised with inter-campus departments regarding internal financial transactions and related campus business operations
- Liaised with local, state, federal, and private sponsoring agencies regarding post-awarding process and contract compliance
- Acted as consultant for management group regarding contracts and grants management, and operational matters

Job Title: Staff Research Associate (Full time)

December 2007 – June 2009

Job Title: Staff Research Associate (Temporary Appointment)

January 2007 – November 2007

Job Title: Undergraduate Research Assistant

June 2006 – December 2006

- Assisted research engineers in field studies and data analysis on multiple projects
- Assisted project administration and management
- Coordinated field demonstrations
- Interacted with various vendors for equipment and supply purchases for projects
- Developed and maintained project websites for project outreach

Major Projects

- Vehicle Automation Assistance (2007 – 2010)
<http://www.youtube.com/watch?v=MWDL1WxudIE&feature=related>
- Vehicle Infrastructure Integration of California (June 2007 – May 2008)
<http://www.youtube.com/watch?v=5Ek1oLdqsG8>
- California Intersection Collision Avoidance System (June 2007 – June 2009)
- Evaluation of Animal Warning System (June 2007 – June 2009)
- SafeTrip21: Connected Traveler (May 2008 – June 2009)

Notable Field Demonstrations

- Intelligent Transportation Society, World Congress 2008 New York, New York

<http://itswc2008.ntpsites.com/safe-trip-21.html>

- Crash Avoidance Metric Partnership Meeting 2008, San Jose, California
- American Public Transportation Association (APTA) Demo 2007, San Jose, California

Education

UC Berkeley Extension February 2015 – August 2015
Program: Business Process Management
Emphasis: Process Improvement, Lean Six Sigma, and Agile Management

University of California, Berkeley August 2003 – December 2006
Major: Political Science, B.A.
Emphasis: International Relations and Asian Pacific Regional Economy

Certifications

Certified Research Administrator (CRA) December 2017
Research Administrators Certification Council (RACC)
Certification No. 2017203877

Other Skills

- Very proficient in MS Office, including Word, Excel, PowerPoint, Projects, Visio
- Verse in various programming languages, including HTML 5, CSS 3, PHP, Javascript, J-Query, MySQL, Swift, VBA, C, and C++
- Proficient in front-end solutions such as Bootstrap, WordPress, and CakePHP
- Expert knowledge of database development software including Filemaker Pro, MySQL server, and Microsoft Access
- Proficient knowledge of Adobe Creative Suites, including Acrobat, Photoshop, Illustrator, After Effect, InDesign, and Dreamweaver
- Proficient knowledge in Google applications, including Drive, Mail, Calendar, Forms, etc
- Proficient knowledge of Oracle PeopleSoft, SciQuest, and Effort Reporting System
- Proficient knowledge in Federal Acquisition and Regulation (FAR), Code of Federal Regulation 200 (Uniformed Guidance), OMB A-21, OMB 110, OMB 133, California State Contracting Manual, University Terms and Condition 116 (UTC-116), and UCOP Contract and Grant Manual
- Expert in Oracle Business Intelligence Enterprise SaaS

Achievements

2015 SPOT Award: Award to staff for special contributions to a specific project or task