

Martha Hardwick

PROJECT Manager

Eugene, OR - Email me on Indeed: [indeed.com/r/Martha-Hardwick/60ff490729c1d423](https://www.indeed.com/r/Martha-Hardwick/60ff490729c1d423)

Enjoys creating a mentoring/learning environment where all contributions are valued. Collaborates to achieve project objectives and takes pride in achieving individual and team goals.

Encompasses a strong work ethic, experienced in numerous areas; including, public relations, recruitment, data management, generating reports, developing and adhering to project protocols, hiring, training and supervising staff, tracking budget, proficient with Microsoft Office and Outlook.

Authorized to work in the US for any employer

WORK EXPERIENCE

Project Manager

University Of Oregon Prevention Science Institute - Eugene, OR - August 2015 to December 2016

Coordinate Grant startup including set up of laboratory space. Construct a student oriented teaching/learning atmosphere that equally benefits student research experience and grant needs. Establish protocol, recruit staff and students including successfully receiving funds to host minority summer interns. Serve as project liaison and develop relations with Department of Human Services (DHS) administrators, caseworkers and partner organizations. Prepare and maintain grant related materials and documentation as required by UO Research Compliance Department and DHS IRB. Track project expenses and prepare monthly report.

Project Manager

Oregon Research Institute - Eugene, OR - February 2004 to November 2015

School Liaison; Develop positive relations with 13 school districts and their administrators, principals, teachers, students and staff. Recruit schools to participate in feasibility studies, efficacy trials and longitudinal study. Coordinate and monitor school based assessments (up to 7,000 student assessments per year) and the implementation of newly developed computer based education and prevention programs using portable computer labs.

Facilitate focus groups with parents, teachers and over 2000 students between 5th and 9th grades. Conduct interviews with teachers and serve as consultant to IT developers for designing teacher webpage for program implementation.

Monitor in day-to-day project activity. Develop protocol. Train and supervise 3 regular and 20 on-call research assistants and minority student summer interns in all aspects of participant contact and data collection. Schedule and staff in-school and in-lab assessments and inform project staff regarding progress toward objectives.

Coordinate large mailings. Recruit participants for all phases of development and testing of computer based program activities. Maintain portable computer lab and coordinate use. Maintain database accuracy.

Prepare project reports and materials. Prepare IRB documentation and Continuing Review Reports. Proficient in Microsoft Word, Excel, Access, Outlook and Internet.

EDUCATION

BACHELOR OF ARTS in Psychology

University of Oregon - Eugene, OR

December 1985 to December 1990

LINKS

<https://www.linkedin.com/in/martha-hardwick-mlh>