

James Richard deMelo

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Education

Harvard Extension School (Cambridge, MA)	M.A. Biotechnology Management	May 2018
<i>Thesis: Integrating tools from business and industry to encourage effective academic laboratory management</i>		
Salve Regina University (Newport, RI)	B.A. Psychology and Neuroscience	May 2010

Professional Experience

The Picower Institute of Learning and Memory at MIT (Cambridge, MA) December 2016 – Present
Laboratory Manager, Wilson Lab

- Managing the day-to-day operations of a diverse laboratory focused on decoding the nature of memory and how sleep and various stimuli affect the formation of memories
- Acting as the liaison between the lab and all internal groups in the following capacities: DCM (animal protocol creation and adherence), EHS (lab safety representative, biological and chemical training), Human Resources (hiring, on/off boarding, performance management), and the Financial Department (grant writing and management, budgeting and resource allocation, financial reporting)
- Created a common repository for laboratory information protocols to help streamline the on-boarding process and reduce knowledge gaps during off-boarding
- Reorganized existing stock and inventory systems to help reduce lab spending by creating common stocks and encouraging shared use of materials

Harvard Medical School (Boston, MA) July 2012 – December 2016
Research Technician III, Cepko and Tabin Labs

- Took part in the planning, execution, and analysis of experiments in collaboration with graduate students in the lab, including the imaging of virally infected neuronal pathways and the staining of transgenic mouse limbs to observe various genetic effects on development
- Served as the liaison between our lab and both internal (IACUC) and external (USDA, AAALAC) animal oversight groups through writing and maintaining animal use protocols, training new lab members on animal procedures, and reporting on regulatory oversight inspections
- Streamlined the maintenance of an animal colony containing over forty transgenic mouse lines resulting in a 15% reduction in yearly costs

Teamwork

Harvard University (Cambridge, MA) April 2011 – July 2012
Research Technician I, Eggen Lab

- Organized and carried out a large-scale animal drug trial while collaborating with research teams from Harvard and other Universities on experimental design, behavioral protocols, and the analysis of results

Leadership

Race Operations Director (MIT Cycling Team - Cambridge, MA) November 2017 – April 2018

- Planned and directed race operations for the Eastern Collegiate Cycling Conference's Championship weekend including volunteer organization, race logistics, and collaboration with local officials

Associate Volunteer Manager (Killington Ski Resort - Burlington, VT) January 2011-March 2011

- Responsible for leading a team of volunteers tasked with organizing and running a variety of special events with duties ranging from logistics planning to personnel management