GAP SOLUTIONS
a System One company

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Scarlette Cella	DSPR - Basic Executive Secretariat support	7.1.7; 7.1.18; 7.3.1; 7.3.3-7.3.6; 7.5.8

Job Responsibility	Qualifying Skills
Task & Deadline Tracking: Monitor, manage, and ensure completion of action items, deadlines, and deliverables for executive secretariat operations.	· Managed and tracked action items for NIH/NINDS leadership, ensuring timely responses to deadlines, schedules, and project milestones. · Led the organization and execution of weekly departmental meetings, recording minutes, tracking action items, and following up on deliverables. · Oversaw grant review processes and monitored compliance, ensuring program policies and procedures were followed.
Executive-Level Administrative Support: Provide comprehensive assistance to leadership, including scheduling, correspondence management, and document preparation.	· Provided executive administrative support at NIH/NINDS and NIH/NHLBI, coordinating schedules, travel arrangements, and document processing for leadership. · Handled high-level correspondence and documentation, including preparation of grant applications, budget forms, and official letters for leadership review. · Managed daily schedules for multiple senior executives, including program directors and GS-13/14-level officers, ensuring seamless coordination of priorities.
Stakeholder Coordination & Communication: Act as a liaison between internal and external stakeholders to facilitate communication, collaboration, and task execution.	· Liaised between NIH program officers, principal investigators, and grantees, coordinating 60+ quarterly calls to discuss research progress and funding updates. · Facilitated communication between internal teams and external research organizations, managing logistics for meetings, workshops, and training events. · Created and maintained LISTSERV email distribution lists to ensure key stakeholders received timely updates on grant funding opportunities and policy changes.

Education

Bachelor of Science, Human Performance, Howard University, Washington, DC

Experience

Operations Coordinator   **06/2023 to present**
NIH NINDS, Rockville, MD

· Oversees the development and implementation of administrative functions, policies, and procedures, and planning the day-to-day activities and actions for Team members.
· Analyzes and evaluates the effectiveness of operations to meet established goals and objectives. Gathers and analyzes information about processes and programs to identify issues and make recommendations for

improvement in the administrative areas of HR, travel, training and conferences, budget, financial management, procurements, and grant reviews.

- Provides comprehensive administrative management which includes reviewing and reconciling data and providing innovative methods to improve the coordination of administrative projects.
- Conducts weekly briefings with the Program Directors to address outstanding management issues, status of appointments, meetings, travel, and action items, to better manage and organize daily operations, ensure timely responses to deadlines, schedules.
- Manages the Grant Review program actions, monitors status, prioritizes activities, and provides comprehensive status updates. Gathers and analyzes information about grant applications.
- Lead scheduler for scheduling grant application processes monthly for 30+ applicants. Coordinates 60+ quarterly calls between Principal Investigators and Program Officers.
- Oversees scheduling summary statement calls with applicants, Milestone calls with existing grantees and post counsel application status calls to inform applicant of awarded grant.
- Manages automated data and information systems; initiates and coordinates a wide range of actions including data management, processes, and entry of funding documents/actions into diverse automated information systems such as Purchasing Online Tracking System (POTS).
- Highly knowledgeable in coordinating and preparing complex travel requests, prepare letters for invitations, travel justifications professional service orders, requests for sponsored travel, outside activities, correspondence, reports, budget forms, procurement, registration reports and various forms.
- Monitors grant review process for compliance with program policies and procedures.
- Evaluates and provides qualitative and quantitative analysis by way of spreadsheets to track administrative budget and Registration cost for NINDS ONETOX and CounterACT Team.
- Oversees the LISTSERV distribution list for email blasts for current positions, grant submissions and open grant funding opportunities.
- Monitors and tracks Grant spreadsheets application status for data accuracy and organization.
- Creates and maintains slides for DTR Council for departmental presentation utilizing computer programs with PowerPoint.
- Manages daily schedules for five staff members including the Program Director ONETOX and CounterACT team: maintaining, scheduling, and organizing calendars and shared calendars in Microsoft outlook. These staff members range from SBRBPAS Officer 1, HSA GS-14 to Health Program Specialist GS-13.
- Leads the organization and management of weekly departmental meetings; prepare agenda, record minutes and action items, take initiative to follow up on actions. Note commitments made by team lead during meetings and arrange for staff implementation.
- Leads the coordination logistics for meetings, workshops, and training for staff, both locally and internationally; schedule conference rooms and audio-visual requirements; prepare agendas and gather briefing materials.
- Coordinates the preparation for staff members to represent organization at conferences and meetings, establish appointment priorities, or reschedule or refuse appointments or invitations.
- Ensures that administrative office records, including office procurements and reimbursement procedures in financial management software/system/database; Purchasing Online Tracking System (POTS) and Travel Online Management System (TOMS) are kept according to federal regulations.
- Oversees overall management of manuscripts from webinars to distribute to attendees and post on Team websites.
- Designs and coordinates systems for communications among staff to facilitate the efficient flow of information relating to projects and program activities using email correspondence and oral communication.
- Maintains records management system for Staff to ensure proper filing.
- Reviews outgoing correspondence for executive level's approval; identify any conflict with file or departure from policies or executive level's viewpoints; communicates issues with writers and makes recommendations to resolve problems that might arise.

- Collaborates with the DTR administrative team to manage requests for action to ensure information is relayed to the appropriate staff and coordinate responses in a timely fashion; decide which actions and requests should be elevated to the executive level for urgent, important, or emergency issues.
- Assesses and summarizes the content of incoming grant summary statements, budget extensions and milestone calls by using The NIH Query View Report System (QVR).
- Compose justification for travel requests and drafts for grantees from Principal Investigators requesting more info or required documents.
- Communicates policy and procedures to assigned teams to ensure clarity and correct implementation.
- Oversees and organizes the recruiting process for the team done through the HR logistics.
- Responds to inquiries concerning department projects grants, recruitment, counsel, review meetings, Blueprint MedTech meetings, weekly staff meetings, biweekly brain meeting, monthly lead meetings, schedule 1:1s with the program Director and team members.
- Coordinates Onboarding and Offboarding for HR; set up reference calls for background checks, set up meetings with the new hire and staff members, prepare on boarding materials from team to distribute to new hires, add new hires to distribution list, remove names from distribution list for off boarding and set up exit interviews between the employee and Team Lead.

Patient Care Coordinator   **01/2022 to 09/2022**
NIH NHLBI, Bethesda, MD

- Maintained efficient clinic schedule by monitoring daily activity and resolving potential conflict
- Organized necessary testing and procedures for 2,000 clinic trial candidates such as blood work, lymph node biopsies, ECG, CT scans, and more
- Coordinated patient's transportation and lodging for clinic visits through ATV system
- Maintained clinic appointment and scheduling through Microsoft Outlook and creating schedules in Microsoft Excel
- Communicated and collaborated with nursing team, physicians, and private investigators to better patient care.
- Used MS teams to communicate through meetings and updates.
- Utilized computer drives and SharePoint to share important documents for entire clinical and administrative team

Medical Office Assistant/ Surgical Coordinator   **10/2018 to 02/2022**
Johns Hopkins Medicine, Bethesda, MD

- Documented and collected patient data daily in Epic software and utilize EMR to manage and confirm sensitive info
- Maintained efficient clinic and surgery schedule for 3 providers by monitoring daily activity and resolving potential conflict
- Collaborated with patient, referring physician and surgical specialist to coordinate pre- and post-operative care for surgical procedures
- Verified insurance coverage and benefits
- Counseled patients about personal responsibility in collaboration with working with billing to resolve patient accounts
- Ordered office supplies and kept check on inventory levels.
- Trained medical administrative staff providing supervision and correct facilitation of duties in clinic
- Provided minutes for important meetings and provided presentations on data with patient data as quality improvement officer

Events Manager, Intern   **10/2017 to 12/2018**
AYS Events Planner, LLC, Alexandria, VA

- Provided support in coordinating events across Maryland, Virginia, and Washington D.C
- Assisted in all tasks, development, production, and delivery of projects.

- Maintained event timelines, managing vendor relationships, and traveling for on-site inspection.
- Interacted with 40 customers daily by phone, email, or in-person to provide information
- Collaborated with senior management on new initiatives to build confidence.
- Interviewed clients to understand event scopes of work and establish budgets.

Executive Administrative Assistant   **09/2016 to 08/2017**
Achieva Partners, Washington, DC

- Performed data entry, mail, fax, scanning, copying for daily administrative duties
- Attended conferences to gather more information for further opportunities as well as network to build clientele.
- Screened 30-40 calls and emails daily and initiated actions to respond or direct messages for managers.
- Conducted research and analyzed data to provide detailed reports on vendor opportunities.
- Used software to coordinate meetings, appointments, and tasks senior executives.
- Managed executive calendars, scheduling meetings and appointments and coordinating travel arrangements to optimize time.

Skills

- Computer Proficiency (EMR (EPIC & CRIS), Microsoft Suite, Adobe, Google Suite)
- Medical Terminology
- Multi-Line Telephone Systems
- Healthcare System Navigation
- Patient Records Management
- HIPAA Compliance
- Clerical and Filing Support
- 2023 NINDS Administrative Excellence Award
- French - Professional Working
- Haitian Creole - Native or Bilingual