

Submitted to Amentum for ARPA-H STATS

| NAME    | JOB TITLE                                  | PWS Tasks                                |
|---------|--|--|
| Zi Zhou | 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  |
|---|--|
| <b>Administrative &amp; Executive Support:</b> Provide administrative assistance, including scheduling, correspondence tracking, and documentation for executive-level personnel. | <ul style="list-style-type: none"> <li>Managed executive schedules and coordinated meetings as an Office Coordinator at Johns Hopkins University, supporting the Chief Neurosurgeon.</li> <li>Provided comprehensive administrative support at Leidos Biomedical Research, AFC Urgent Care, and Spring Valley Internal Medicine, handling document preparation, data entry, and office logistics.</li> <li>Coordinated travel arrangements and lodging for international and domestic patients, ensuring seamless operations at Leidos Biomedical Research.</li> </ul> |
| <b>Task &amp; Deadline Management:</b> Track and manage action items and deadlines to ensure the timely completion of deliverables.   | <ul style="list-style-type: none"> <li>Organized and tracked patient schedules for clinical studies at Leidos Biomedical Research, ensuring timely coordination for Phase I, II, and III trials.</li> <li>Managed supply procurement, mail distribution, and office operations at DelRicht Research, ensuring office efficiency and compliance with deadlines.</li> <li>Oversaw administrative processes and logistics for medical teams at AFC Urgent Care, maintaining an organized system for tracking tasks and operational needs.</li> </ul>                      |
| <b>Stakeholder Coordination &amp; Communication:</b> Serve as a liaison between internal and external stakeholders to facilitate task coordination and efficient operations.      | <ul style="list-style-type: none"> <li>Facilitated communication between VIP patients, international patients, and concierge medical services at Johns Hopkins University, ensuring high-level care coordination.</li> <li>Acted as a liaison between physicians, physician assistants, and nurse practitioners at Spring Valley Internal Medicine, supporting cross-functional communication and scheduling.</li> <li>Supported event planning and coordination at DelRicht Research, managing logistics and communication with stakeholders.</li> </ul>              |

## Education

Pennsylvania State University, State College PA, Bachelor of Science

May 2019

## Experience

Leidos Biomedical Research, Bethesda, MD — Administrative Assistant

March 2024 - PRESENT

- Support various administrative duties, encompassing document preparation and data entry for NIH.
- Coordinate patient clinic, phlebotomy, biopsy, surgeries, radiology, and nurse visits for Phase I, II, and III studies.
- Arrange travel and lodging for international and domestic patients.

**DelRicht Research, Rockville MD, Office Assistant**

**November 2023 - March 2024**

- Assisted with event planning and coordination.
- Managed supply procurement, mail distribution, and equipment maintenance.

**Johns Hopkins University, Bethesda MD, Office Coordinator**

**October 2022 - November 2023**

- Managed chief neurosurgeon's schedules, including arranging meetings, and appointments.
- Coordinated care for VIP patients, international patients, and concierges patients.

**AFC Urgent Care, Edgewater MD, Administrative Coordinator**

**September 2021 - March 2022**

- Provided administrative support to 2 physicians, 2 physician assistants, and 4 nurse practitioners.
- Maintained organized files, records, and documents.

**Spring Valley Internal Medicine, Washington DC, Administrative Secretary**

**May 2019 - October 2021**

- Provided administrative and clinical support for physicians, physician assistants, and nurse practitioners in DC and Maryland.
- Coordinated office logistics such as supplies procurement, mail distribution, and equipment maintenance.