

Meadow Barrett

Clerk III, Research Support Services Clerical Administrator

☎ (508) 555-7314 ✉ meadow.barrett@example.com

🌐 linkedin.com/example/meadowbarrett 📍 Worcester, MA 01608

STRENGTHS

- 📁 **Award file coordination**
Built complete electronic files from scattered notices, budgets, and approvals. Colleagues relied on clear status notes when deadlines tightened.
- ✉ **Inbox judgment**
Sorted time sensitive messages with care, answered routine questions, and routed exceptions. A calm response often prevented avoidable delays.
- 📊 **Budget accuracy**
Compared award summaries with source documents before review. Small discrepancies received attention early, protecting later account setup work.
- 📋 **Follow up discipline**
Tracked missing signatures and assurances through completion. Faculty and staff appreciated concise reminders that kept requests moving.
- 👤 **Independent service**
Applied office procedures without constant direction and shared useful context when escalating issues. Teams gained confidence in each handoff.

SKILLS

Research administration

Post award support

Sponsored research

Award data entry

Budget verification

Electronic award files

Email monitoring

Records retention

Document retrieval

SUMMARY

Research administration and clerical support professional with four years of **office experience** in higher education settings. Coordinates sponsored award documentation, electronic files, data entry, budget verification, signature routing, central inbox activity, records retention, and financial handoffs. Works with faculty, **Principal Investigators**, academic departments, research administrators, accounting staff, and external sponsors to secure complete materials and keep time sensitive awards moving. Applies established procedures and precedents with sound independent judgment, careful documentation, and clear **written communication**. Microsoft Office, email, shared records systems, and award management platforms support accurate daily work. Experience managing competing requests, tracking missing approvals, preserving official records, and resolving **routine inquiries** provides a strong foundation for dependable remote administrative service and responsive research support.

EXPERIENCE

Research Administration Coordinator

Baystate Research Services Institute 📅 January 2025 - Present 📍 Worcester, MA

Coordinate sponsored award setup and post award clerical operations, supporting electronic files, budget records, inbox communications, approvals, signatures, sponsor correspondence, and financial account establishment. Work independently across faculty, Principal Investigators, departments, research staff, sponsors, and financial administration contacts while maintaining accurate status records under firm deadlines.

- Assembled electronic award files with notices, budgets, approvals, **assurances**, and supporting documents for administrator review.
- Tracked missing award materials through status notes and follow up tasks, keeping time sensitive files moving.
- Entered **award data** into research administration systems and reconciled **budget summaries** with executed award amounts.
- Monitored shared inbox communications, answered routine questions, filed messages, and routed specialized matters appropriately.
- Coordinated **faculty**, Principal Investigator, sponsor, and department signatures through first execution and final distribution.
- Delivered **executed award documents** and supporting records to sponsors and financial contacts for **account establishment**.

Sponsored Programs Assistant

Central Massachusetts College 📅 August 2023 - December 2024 📍 Worcester, MA

Supported post award administration for sponsored projects through document review, award data entry, correspondence management, signature packet preparation, records retention, and status tracking. Balanced concurrent faculty, sponsor, accounting, and compliance requests while applying checklists and established procedures to protect processing accuracy.

- Maintained sponsored project files, approval records, correspondence, and trackers for consistent post award administration.
- Reviewed award documents against checklists, identified missing materials, and requested corrections before internal processing.
- Entered award and amendment information, compared financial fields, and escalated discrepancies before account updates.
- Managed a central **email** queue, prioritizing deadline sensitive sponsor messages and routing specialized questions.
- Prepared first execution **signature** packets, transmitted sponsor documents, and filed completed agreements for retrieval.
- Coordinated several concurrent requests with faculty and department staff under short turnaround expectations.

Sponsor communication

Principal Investigator support

Signature coordination

Microsoft Office

Clerical administration

Deadline management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Research Administration
Coordinator at Baystate
Research Services Institute (1.8
Years)

● Sponsored Programs
Assistant at Central
Massachusetts College (1.3
Years)

● Administrative Clerk at
Elmwood Academic Services (9
Months)

Administrative Clerk

Elmwood Academic Services 📅 October 2022 - July 2023 📍 Springfield, MA

Provided clerical support for an academic services office, managing email, electronic files, document preparation, data entry, faculty requests, shared folders, and records retention. Applied office procedures independently, maintained accurate administrative records, and reprioritized daily work as deadline sensitive requests arrived.

- Prepared correspondence, tracking sheets, and administrative records in **Microsoft Office** using source document checks.
- Organized shared folders and archived completed records under established naming and retention practices for reliable retrieval.
- Resolved **routine inquiries independently** and referred exceptions with concise background information for timely decisions.
- Balanced document processing, inbox requests, and record updates as time sensitive priorities changed.
- Interpreted written and **verbal instructions accurately** while supporting cooperative relationships across administrative teams.

PROJECTS

Sponsored Award File Standardization 📅 2025

Created a consistent electronic file sequence for award notices, budgets, approvals, assurances, signatures, and final records. Clear status notes made missing materials easier to identify and follow up.

Central Inbox Response Workflow 📅 2024

Organized routine inbox handling through message sorting, response guidance, routing notes, and records filing. This approach supported prompt replies while preserving correspondence for later retrieval.

LEADERSHIP & AWARDS

- Recognized by research administration colleagues for dependable award file preparation and accurate deadline tracking.
- Selected for consistent support during high volume sponsor correspondence and concurrent document processing periods.
- Trusted by faculty and department staff for clear follow up on missing approvals and signature materials.

EDUCATION

Associate of Science in Business Administration

Quinsigamond Community College 🎓 GPA: 3.5 📅 2022 📍 Worcester, MA

Coursework: *Business communication, office administration, accounting principles, records management*

CERTIFICATIONS

- Microsoft Office Specialist 📅 2024
- Research Administration Certificate 📅 2025

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, Outlook
- **Award Administration:** Award setup, award acceptance, amendment tracking
- **Research Systems:** Award management systems, shared records systems, status trackers
- **Financial Records:** Budget summaries, awarded amounts, account establishment
- **Electronic Records:** Electronic award files, document retrieval, records retention
- **Email Operations:** Central inboxes, email filing, message routing
- **Document Processing:** Signature packets, first execution documents, executed agreements
- **Communication Tools:** Microsoft Outlook, email correspondence, procedural fact sheets
- **Office Administration:** Data entry, document preparation, file organization

- **Research Stakeholders:** Faculty, Principal Investigators, academic departments
- **Sponsor Coordination:** Sponsor review, sponsor signatures, sponsor correspondence

PROFESSIONAL AFFILIATIONS

- Member, National Council of University Research Administrators, professional development participant.
- Member, Association of Collegiate Administrative Professionals, administrative records and communication community.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST