

Meadow Barrett

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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 January 2025 - Present
Baystate Research Services Institute 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 August 2023 - December 2024
Central Massachusetts College 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.

Administrative Clerk October 2022 - July 2023
Elmwood Academic Services 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 Administration2022

Quinsigamond Community College GPA: 3.5Worcester, 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

SKILLS

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|---------------------------|--------------------------|----------------------------------|---------------------------|
| • Research administration | • Budget verification | • Document retrieval | • Microsoft Office |
| • Post award support | • Electronic award files | • Sponsor communication | • Clerical administration |
| • Sponsored research | • Email monitoring | • Principal Investigator support | • Deadline management |
| • Award data entry | • Records retention | • Signature coordination | |

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST