

Aarav Todd

Department Administrator, Basic Science Administration

☎ (847) 555-7329

✉ aarav.todd@example.com

🌐 linkedin.com/example/aaravtodd

📍 Evanston, IL 60201

STRENGTHS

- ✔ **Sponsored Research Stewardship**
Built reliable pre award and post award workflows. Investigators gained clearer deadlines, compliance checkpoints, and financial visibility.
- 👥 **Shared Service Leadership**
When separate teams needed one service model, clarified ownership and escalation paths so colleagues received consistent support.
- 📊 **Financial Judgment**
Connected budgets, forecasts, payroll, gifts, grants, and space decisions. Leaders used summaries for practical resource choices.
- 👤 **Staff Development**
Coached administrators through difficult award and appointment issues. Several teams gained stronger role clarity and confidence.
- 🔗 **Cross Unit Coordination**
Brought research, HR, finance, facilities, IT, and academic partners together when complex decisions needed steady follow through.

SKILLS

Sponsored Research Pre Award
Post Award Federal Grants
Strategic Planning Budgeting
Finance Human Resources
Facilities Faculty Affairs
Trainee Administration
Organizational Change
Shared Services Compliance
Performance Metrics

SUMMARY

Senior academic **research** administrator with 15 years leading **centralized operations** across university and academic medical research environments. Directs finance, **federally sponsored research**, human resources, facilities, faculty affairs, trainee administration, technology support, and strategic planning for complex scientific organizations. Advises department chairs, institute leaders, principal investigators, and central offices on resource allocation, faculty recruitment, research growth, space planning, organizational design, and service delivery. Builds shared service structures with clear ownership, **service standards**, reporting measures, and staff development practices. Brings practical judgment across pre award and post award administration, budget planning, compliance, payroll, appointments, fellowships, and vendor management. Creates reliable administrative systems that support research progress, strengthen stewardship, and give faculty and staff responsive service.

EXPERIENCE

Executive Director of Research Administration

Midwest Biomedical Research Institute 📅 July 2022 - Present 📍 Chicago, IL

Directs multi department **research administration** for more than 150 faculty investigators, research staff, trainees, and a substantial sponsored award portfolio. Leads finance, human resources, faculty affairs, operations, facilities, technology, safety, and compliance services while advising senior leaders on institutional planning and research growth.

- Directed shared research services supporting 150 faculty investigators, trainees, and sponsored awards across multiple departments.
- Advised leaders on staffing, **faculty recruitment**, **space allocation**, research growth, and restricted fund decisions.
- Integrated **pre award** and **post award** checkpoints, improving compliance visibility and investigator service consistency.
- Oversaw budgets, reconciliations, vendor agreements, endowment activity, **gift funds**, and forward resource forecasts.
- Led finance, human resources, faculty affairs, operations, facilities, technology, safety, and compliance initiatives.
- Established service measures and reporting practices that gave senior leaders clearer operational and financial insight.

Director of Department Administration

Lakefront University Medical Center 📅 January 2019 - June 2022 📍 Chicago, IL

Led finance, grants, human resources, facilities, faculty affairs, and trainee services across basic science and translational units. Integrated separate administrative roles into a shared service model with defined ownership, escalation paths, performance measures, and coordinated support for research leaders.

- Integrated administrative roles into **shared services** with clear ownership, escalation paths, and measurable service standards.
- Managed federal proposals, award setup, payroll allocations, reporting deadlines, compliance reviews, and closeout risks.
- Built **annual budgets** across appropriated, discretionary, gift, endowment, and sponsored research funds.
- Directed recruitment, onboarding, performance reviews, training, recognition, coaching, and **career development** for staff.
- Oversaw **faculty appointments**, **graduate payroll**, postdoctoral processes, space requests, leases, and vendor negotiations.
- Coordinated HR, finance, **facilities**, IT, research, and academic leaders on cross unit priorities.

Associate Director, Research and Finance Administration

Great Lakes School of Medicine 📅 August 2015 - December 2018 📍 Milwaukee, WI

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Executive Director of Research Administration at Midwest Biomedical Research Institute (4.2 Years)

● Director of Department Administration at Lakefront University Medical Center (3.4 Years)

● Associate Director, Research and Finance Administration at Great Lakes School of Medicine (3.3 Years)

● Research Administration Manager at Central State Research University (3.1 Years)

● Senior Administrative Coordinator at Capital University Health Sciences Center (11 Months)

Managed research and financial administration for biomedical departments supported by federal awards, gifts, and institutional funding. Supervised grant administrators, prepared forecasts, coordinated appointments, and improved investigator service through practical measures for proposal turnaround and financial review.

- Managed federal awards, gifts, institutional funds, proposal activity, spending reviews, and financial **reporting**.
- Supervised grant administrators through proposal development, award setup, payroll allocation, monitoring, and closeout.
- Prepared forecasts connecting faculty hiring, research commitments, equipment needs, and available funding assumptions.
- Created service measures for proposal turnaround, financial review, and investigator support responsiveness.
- Coordinated **faculty** and research **staff** appointments with HR and academic affairs partners.
- Supported laboratory space planning, vendor negotiations, and administrative process improvements across research programs.

Research Administration Manager

Central State Research University 📅 June 2012 - July 2015 📍 Madison, WI

Managed pre award and post award administration for federally sponsored biomedical research projects. Supervised research administrators, reviewed budgets and compliance materials, reconciled accounts, and coordinated with central offices on award, effort, appointment, and reporting questions.

- Reviewed federal proposal budgets, subawards, **compliance** documents, submissions, reporting obligations, and award activity.
- Supervised research administrators, assigned workloads, reviewed service quality, and coached **staff** through complex issues.
- Reconciled grant and departmental accounts, giving investigators clearer spending and staffing information.
- Coordinated research, **finance**, **HR**, and compliance offices on award and appointment questions.
- Improved deadline and closeout tracking, creating more consistent follow through across investigator portfolios.
- Prepared financial summaries that supported **resource allocation**, effort review, and spending decisions.

Senior Administrative Coordinator

Capital University Health Sciences Center 📅 June 2011 - May 2012 📍 Indianapolis, IN

Coordinated administrative services for faculty, research staff, graduate trainees, and department leadership. Maintained purchasing, payroll, appointment, travel, proposal, budget, and records workflows while supporting onboarding and communication with HR and academic affairs.

- Coordinated purchasing, payroll, appointments, travel, seminars, and faculty support documentation.
- Organized grant proposal materials, routed approvals, and tracked sponsor deadlines through institutional systems.
- Maintained **budget** records and reconciled transactions, escalating funding questions to **finance** specialists.
- Supported **faculty** and trainee **onboarding** with HR and academic affairs partners.
- Maintained faculty, trainee, appointment, purchase, and submission records for department **leadership**.
- Standardized administrative tracking, improving visibility into pending transactions and research submissions.

PROJECTS

Basic Science Shared Services Integration 📅 2022

Consolidated administrative workflows across research, finance, HR, faculty affairs, and operations, creating clear service points, escalation paths, ownership, and performance measures for scientific units.

Sponsored Research Operations Dashboard 📅 2021

Structured reporting for proposal activity, award obligations, payroll allocations, compliance checkpoints, closeout risks, and service response, giving leaders a clearer view of research administration.

Research Budget and Space Planning Initiative 📅 2018

Connected faculty recruitment, laboratory space, equipment needs, staffing commitments, and funding assumptions through annual planning tools used for department decisions.

LEADERSHIP & AWARDS

- Senior Mentor, Academic Research Administration Mentoring Program, 2023 to Present
- Recognized for shared service integration and staff development across biomedical research administration
- Commended for strengthening sponsored project reporting, reconciliation, and closeout follow through

EDUCATION

Master of Business Administration

University of Wisconsin Milwaukee 🎓 GPA: 3.7 📅 2014 📍 Milwaukee, WI

Coursework: Strategic planning, financial management, organizational behavior, operations management

Bachelor of Business Administration

Indiana University Indianapolis 🎓 GPA: 3.6 📅 2011 📍 Indianapolis, IN

Coursework: Financial accounting, managerial accounting, auditing, business law

CERTIFICATIONS

- Certified Research Administrator 📅 2016
- Master of Business Administration 📅 2014

TECHNICAL SKILLS

- **Sponsored Research Systems:** Pre award administration, Post award administration, Federal grants
- **Research Compliance:** Sponsored project compliance, Reporting, Closeout monitoring
- **Financial Management:** Budget planning, Reconciliation, Forecasting
- **Funding Administration:** Appropriated funds, Endowment funds, Gift funds
- **Human Resources:** Recruitment, Onboarding, Performance management
- **Academic Administration:** Faculty appointments, Graduate payroll, Postdoctoral administration
- **Facilities Operations:** Space allocation, Construction planning, Laboratory planning
- **Technology Support:** Personnel systems, Process technology, Information systems
- **Service Management:** Service standards, Performance metrics, Shared services
- **Leadership Methods:** Strategic planning, Organizational change, Staff mentoring
- **Procurement Management:** Vendor purchases, Vendor negotiation, Lease administration
- **Communication Practices:** Written communication, Oral presentations, Social media communication

PROFESSIONAL AFFILIATIONS

- Academic Research Administration Mentoring Program, Senior Mentor, 2023 to Present
- Professional community participant in research administration, university finance, and academic operations

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST