

Elizabeth Samit, MPH

PROFESSIONAL SUMMARY

Editorial and administrative professional with grant and project management experience, computer software proficiency, customer service, and familiarity with academic publishing requirements.

EMPLOYMENT EXPERIENCE:

PER DIEM AND CONTRACT POSITIONS (following "laid-off" permanent positions): 2010-present
Includes "temp" positions at Boston Medical Center (9/12-12/12) designing departmental ACCESS grants management database & training manual; MIT (2/12-4/12) & Dana-Farber Cancer Institute (6/10-10/10) involving editing; freelance writing and editing via Elance.com and as independent editorial contractor.

DAVID BEGG ASSOCIATES (Boston, MA) [7/09-10/09] [*laid off 10/09] 2009
Assistant – Course Director

At the 'start-up' office of this UK pharmaceutical-related training organization, coordinated all training courses, prepared 150-page books & Powerpoint slides, arranged Site contracts; designed Web registration pages; provided general administrative support to Senior Partner; designed & maintained student tracking & financial databases; performed HR duties for consultants; interacted extensively by phone & email with potential clients & students.

MASSACHUSETTS GENERAL HOSPITAL – Cancer Center (Boston, MA) [*laid-off 9/08] 2007-2008
Staff Assistant/Executive Assistant

- **Editorial/Publishing & Grant Preparation:**
Edited correspondence and manuscripts; proofed all submitted grants & manuscripts; ensured compliance with formatting guidelines; coordinated scientific journal submission process; converted documents & graphics to required software; prepared governmental NIH and foundation grants utilizing online submission software.
- **Project Management:**
Coordinated manuscript submission process for journal guest editor involving design & maintenance of ACCESS database to track receipt of submissions & revisions; scheduled faculty search candidates' interviews with Cancer Center faculty across medical center campuses, guest seminars, and receipt of written feedback on candidates from faculty; coordinated faculty promotion evaluation process for Committee Chair; set up & maintained databases of grants, Material Transfer Agreements, job candidates & Scientific Director's contacts; tracked due dates for grant progress reports & related federal documents; tracked internal charge accounts for faculty & postdoctoral fellows.
- **Administrative Support:**
Interacted with internal & external contacts on behalf of Scientific Director by email, phone and in-person; maintained Director's electronic Calendar; scheduled meetings; completed internal forms & legal documents; made travel reservations; tracked grant-funded expenditures; ordered daily lab supplies for 17 lab staff.
- **Event Management:**
Performed planning and coordination of two-day, off-site, large-scale scientific retreat for 100 participants.

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (Jamaica Plain, MA) 2005-2007
Project Coordinator III

- **Project Management:**
Designed & maintained project management ACCESS database & webpages; created & implemented marketing strategy; prepared slide presentations and reports; represented Massachusetts at CDC meetings in Atlanta.
- **Regulatory Compliance:**
Prepared IRB protocols & successfully acquired IRB approvals/waivers; successfully wrote sections of CDC grant progress report resulting in renewed funding; prepared sampling frames according to CDC protocol requirements.
- **Administrative Coordination:**
Interacted extensively by phone, email & in-person with physicians & managers at medical centers & private practices for new CDC health research project to acquire information & patient data; interviewed job candidates.

THE FORSYTH INSTITUTE – Immunology Department (Boston, MA) 2001-2005
Research Department Coordinator

- **Project Management:**
Coordinated symposia; designed & maintained websites and databases to track fellowship applicants, manuscript submission status, course lectures, conference planning & applicants/participants in high school summer internship program; tracked fellowship donations for Development Director; presented computer training seminars.

- **Administrative and Customer Service:**
Provided administrative support to department Chair, Associate Chair & other Institute faculty; composed correspondence; maintained computer printers & office equipment; monitored telephone switchboard and greeted & tracked all Institute patients/visitors as weekly relief receptionist; trained other staff in computer software.
- **Editorial and Desktop Publishing:** Prepared NIH grants and scientific manuscripts for submission; prepared scientific posters and slide presentations; designed forms, handouts, programs & certificates for conference.
- **Event Management:** Coordinated full-day symposium for four oral health institutions & student poster contest for three Boston dental schools attended by 250 participants; arranged all logistics for speakers; designed website.

HARVARD MEDICAL SCHOOL (Boston, MA)

1999-2001

Staff Assistant

- **Administrative Support and Customer Service:** Provided front-desk reception in fast-paced office and administrative assistance to department's Director, Associate Director, 3 facility managers, & financial manager.
- **Data Management:** Designed and maintained complex ACCESS databases to track expenditures, vendor contracts, laboratory contacts, and facilities projects; designed departmental website; utilized web-based financial system to pay invoices; maintained binders of federal & state regulatory protocols; prepared leases & tracked rental payments; performed troubleshooting of computer hardware; trained other employees in computer software.

PUBLIC HEALTH GRADUATE RESEARCH ASSISTANTSHIPS:**MASSACHUSETTS ASSOCIATION OF HEALTH BOARDS**, Amherst, MA (Spring, 1995)

Collected demographic and health data for Holyoke, MA from government agencies. Analyzed and assembled data into booklet including tables, graphs, charts and summary of findings for use by MA health departments.

HOLYOKE HEALTH CENTER, Holyoke, MA (Fall, 1994)

Wrote & completed foundation grant application for teen pregnancy prevention project. Assembled resource file on New England "teen clinics"; worked on special events and outreach to increase childhood immunizations.

BRIGHTWOOD-RIVERVIEW HEALTH CENTER, Springfield, MA (Summer, 1994)

Designed database and data collection form for asthma hospitalization research study, abstracted medical data from hospital medical records, entered medical data in database & analyzed data; presented findings at meetings.

SOME VOLUNTEER WORK:

- 2010-2011: Melrose Senior Center,
Wrote articles for *Melrose Mirror* online newsletter; taught computer classes to seniors; assisted on-site with special events involving local political representatives.
- 1998-2000; 2003-2006: Newsletter Editor (& Executive Board Member),
Caucus of the American Public Health Association.

EDUCATION:

M.P.H. in Community Health Education (University of Massachusetts, Amherst, MA)

Recipient of Business and Professional Women's Foundation "Wyeth-Ayerst Scholarship for Women in the Health Sciences"

B.A. *Cum Laude* in Liberal Arts (San Francisco State University, San Francisco, CA)

A.S. *with Honors* in Mental Health Technology (Greenfield Community College, Greenfield, MA)

Four fieldwork placements performing direct service to clients in social service agencies.

COMPUTER SKILLS - Proficient in 100+ software programs including:

Word	Adobe InDesign	Outlook
Excel	Adobe Photoshop	EndNote
ACCESS	Adobe Illustrator	Reference Manager
Powerpoint	Visio	SPSS
MS Publisher	Dreamweaver	WordPress
MS Project	FileMaker Pro	HTML Coding

* Very skilled & trained on both PC & MAC computers; ability to quickly self-train in software

OTHER SKILLS: medical/scientific terminology; supervisory experience; speak some Spanish