

Elizabeth Samit

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SUMMARY OF QUALIFICATIONS

- Over 15 years of editorial/administrative employment in medical and science-related settings
- Recognized proficiency in medical and scientific manuscript preparation, editing, and proofreading
- Experience in interacting with publishers at all stages of publication process including legal documents
- Strong medical/scientific terminology, writing skills, & teaching English as a Second Language
- Computer proficiency in a wide variety of software (both IBM & Macintosh) including website design
- 8 consecutive years of employment at the health sciences campus of a highly respected university

COMPUTER SKILLS

Highly skilled & trained in using both PC & Macintosh computers; experienced in providing computer training to other staff; & experienced in upgrading & troubleshooting hardware.

Possess software proficiency in 100+ programs including MS Word, Excel, Powerpoint & ACCESS, plus (Desktop Publishing & Design) PageMaker, Photoshop, Illustrator, Visio, MS Publisher; (Web Design) Dreamweaver, FrontPage, HTML coding; (Statistical) SPSS, Statistix; (Programming) Visual Basic; (Other) MS Project, Adobe Acrobat, EndNote, Reference Manager, Email & Scheduling, & many other specialized software programs.

RELATED EMPLOYMENT

MASSACHUSETTS GENERAL HOSPITAL (Boston, MA) 2007-2008

Editorial and Publishing:

- For faculty Guest Editor, coordinated scientific journal manuscript submission process including design and maintenance of ACCESS database to track submissions, revision status, and journal acceptance of articles
- Edited scientific manuscripts for foreign faculty member and postdocs; proofread manuscripts and grants for Scientific Director; corrected page-proofs from publishers; generated bibliographic citations to publisher requirements and ensured manuscript compliance with publication requirements

Project Management/Administrative:

- Coordinated completion of publishers' required forms from all co-authors (Copyright, Disclosure of Conflict of Interest, Reprint Request, and Invoice payment) and interfaced with editorial and accounting staff at journals
- Set up & maintained ACCESS databases to track manuscript & grant submissions, faculty/postdoc candidates, Scientific Director contacts, legal documents such as Material Transfer Agreements and contracts
- Prepared NIH and foundation grants utilizing on-line submission processes & tracked all related deadlines

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

As Project Coordinator responsible for implementation of a CDC research project in start-up phase:

- Wrote project descriptions, and major section of CDC progress report resulting in renewed funding for project
- Located and contacted by phone, mail, & email all physicians providing HIV/AIDS treatment in Massachusetts to obtain patient data and encourage participation and designed/maintained project management database
- Created & implemented marketing strategy including design of materials, hand-outs, & web-pages
- Performed Internet/Web-based research to obtain required and necessary health-related & IRB information
- Interacted extensively with health center staff & represented Massachusetts at CDC meetings in Atlanta

THE FORSYTH INSTITUTE – Oral Health Research Center (Boston, MA) 2001-2005

Prepared NIH grants and manuscripts for submission; tracked for Guest Editor of section (Journal of Dental Research) all articles received, reviewers' comments, and acceptance decisions; wrote correspondence; prepared scientific posters and slide presentations; presented computer training seminars; coordinated symposia; designed & maintained web-sites and databases to track fellowship applicants, manuscript submission status, course lectures, & conference planning; and provided administrative support to Immunology Department director & research faculty.

HARVARD MEDICAL SCHOOL (Boston, MA) 1999-2001

Designed and maintained complex databases and departmental web-site for project management; provided administrative support to Department directors; tracked expenditures, vendor contracts, laboratory contacts, and projects; 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, and provided high-volume, front-desk receptionist duties.

MASSACHUSETTS GENERAL HOSPITAL *Department of Nursing* (Boston, MA) 1998-1999
 Designed and maintained databases to track mandatory participation of graduate RNs in preceptorship program, responses to surveys evaluating patient and staff satisfaction, RN privileging & licensure status, and Committee review & approval of all updates to nursing procedure protocols. Coordinated annual nursing research conference for 150 attendees, and compiled binder of current funding sources for nursing research. Designed invitations, flyers, booklets, slides, flow charts, and web pages. Generated statistical analyses of nursing in-service training evaluation data. Set up and maintained financial record-keeping system to track all research program expenditures and donations; provided administrative support to department Director, 5 nurse coordinators, & 15 nurse educators.

VINFEN (Cambridge, MA) 1997-1998
 As Assistant to the President of the largest social service provider in Massachusetts, represented President in interactions with staff members at over 100 program sites, Board of Directors, and external contacts; coordinated schedules and meetings; prepared correspondence, legal documents, presentations, & charts; provided support to Development and Public Relations Directors with special projects; fielded all telephone inquiries to President.

Additional past editorial and administrative employment history in Computer Science & Geology/Geography Departments at University of Massachusetts (Amherst, MA), Health New England – health insurance company (Springfield, MA), University of California Medical Center (San Francisco, CA) & & freelance manuscript editing

PUBLIC HEALTH RESEARCH ASSISTANTSHIPS (“PAID” GRAD STUDENT)

MASSACHUSETTS ASSOCIATION OF HEALTH BOARDS, Amherst, MA (Spring, 1995)
 Collected demographic and health data for Holyoke, MA from state and local government agencies & analyzed and assembled data into booklet.

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

Wrote & completed foundation grant application for teen pregnancy prevention project. Assembled resource file on “teen clinics” operated at health centers throughout New England. Worked on special events to increase childhood immunizations. Provided health education information to public at off-site community health fair.

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

Under supervision of physician principal investigator, designed database and data collection form for asthma hospitalization research study, abstracted medical data from medical records & presented findings at meeting.

VOLUNTEER WORK & PROFESSIONAL MEMBERSHIPS

- 1998-2000; 2003-11/2006: Newsletter Editor (& Executive Board Member),
Caucus of the American Public Health Association.
- 2003 – 2005: Executive Board Member & Outreach and Publicity Coordinator (& lead hikes and weekend camping trips) for 1200 member outdoors club.
- 1999-2000: Taught English as a Second Language to multilingual classes of 3.5 hours in length (approximately 25 students/class) at the *American Red Cross of the Massachusetts Bay* in Boston.
- 1996-present: American Public Health Association

EDUCATION

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

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)

Certificates: Teaching English as a Second Language (TESL) (Transworld Teachers, Inc., 3/96)

Development and Fund Raising (National Society of Fund-Raising Executives, 10/98)

OTHER SKILLS & INTERESTS:

Coordinate group hiking and weekend outdoor trips; creative writing; speak some Spanish (studied in language immersion program in Mexico)