

**Jane Applicant**  
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Position Title:  
Announcement Number:  
SSN#: 111-11-1111  
Citizenship: United States  
Reinstatement Eligibility: Yes  
Highest Federal Civilian Grade Held: Technical Grants Assistant, GS303-7  
9/1999 - present

### **SKILLS SUMMARY:**

Efficiently process and track biomedical research grants applications. Excellent organizational skills and ability to multitask. Skilled event and meeting planner. Proficient with IMPACII, NBS Travel System, Microsoft Word, Excel, and PowerPoint.

### **PROFESSIONAL EXPERIENCE:**

#### **National Institutes of Health**

National Heart, Lung, and Blood Institute  
6120 Executive Plaza South  
Rockville, MD 20850  
Supervisor: Rhonda Richmond, Ph.D.; 301-555-0000 (contact=yes)  
Salary: \$36,720/year

#### ***Grants Technical Assistant, GS303-7***

9/1999 - present

Receive, process and track approximately 250 grant applications per year. Enter, verify information in the IMPACII system, identify and actively investigate and resolve non-scientific discrepancies.

Review the grant applications for completeness and provide timely communication, via phone or email, to applicant when non-scientific documentation is missing.

Created spreadsheet using Excel to track administrative details of changes to applications, including communications with applicants. Increased efficiency of correcting applications and reduced telephone inquiries by 50% over previous cycle.

Prepare review packets for each Advisory Council meeting. Create application packets for Council members. Can total 500-700 packets per meeting. Ensure each packet is complete, verify address of reviewers, and distribute to reviewers located nationwide. Verify that each reviewer received all packets sent.

Independently plan and organize all logistics for Council meetings. Reserve meeting room, negotiate room rates to reduce total costs—for example have saved up to \$300 per day off room rates. Reserve necessary audio/visual equipment. Work with caterer to identify menus and schedule. Prepare meeting materials and make arrangements for delivery to meeting site. Troubleshoot any problems that arise, such as missing AV

equipment or delayed materials. Resulted in very organized, well prepared meetings that consistently run smoothly and efficiently. Received several "On-the-Spot" awards for meeting planning.

Using the NBS Travel System, process airline and hotel reservations for out-of-town members of the Council.

Using Microsoft Word, create typed notes of Council's comments. Create summary statements for each application reviewed.

Volunteered to work on eliminating a ten-year backlog of inactive grant files. Reviewed old files for proper closure documentation, tracked down relevant personnel to complete any necessary paperwork. Resulted in up-to-date filing system and increased efficiency in locating current grant information. Recognized by supervisor with On-the-Spot award.

Assisted in the training of two new Technical Grants Assistants including orientation to grant application process, IMPACII system, and Council meeting coordination.

In response to a medical emergency situation, notified Council members, rescheduled meeting and made alternative arrangements for the meeting through teleconferencing.

With limited budget allotment, successfully planned and coordinated departmental all-day off-site picnic for 30 staff members. Worked through numerous calendars to schedule the picnic, located facilities, arranged for activities and selected caterer and menu. Picnic event resulted in renewed team morale.

Received information requests from principal investigators, institute staff, and university staff. Notified the appropriate staff member and followed up to track the response.

### **National Institutes of Health**

National Heart, Lung, and Blood Institute

45 Center Drive, Room 6A38

Bethesda, MD, 20892

Supervisor: Ann Bolin, Ph.D.; 301-594-0000

Salary: \$30,650/year

### ***Computer Assistant, GS335-6***

*3/1998 – 9/1999*

Created and edited typed drafts of reviewer's comments from handwritten notes.

Assisted HSAs with screening potential new Council members by collecting information on them by researching their scientific publications or searching computer files for individual expertise and fields of publication.

Ensured all necessary changes in application made to the IMPACII system.

Contacted other institutes for applications not received that were to go to the current council.