

Form Name:
Submission Time:

Citizens Commission
February 1, 2019 8:24 am

Name	Sabrina Heisey
Address	[REDACTED] [REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Citizenship Affirmation	I am a U.S. Citizen
Residency Affirmation	I am a resident of the Commonwealth of Massachusetts
Statement of Intent	I intend to comply with and advance the policy established by this Act.
Statement of Interest	I am very excited to apply for this commission. I was a strong believer in Question 2. I have run for office twice, once I won and once I lost. Both times required me to fundraise money for the purpose of winning the seat I was seeking as I am not financially able to pay for a campaign on my own. I believe that money has an undue influence in politics. I believe my campaign experience would be an asset to this commission.
Résumé or Summary of Qualifications Upload	https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/474418532/71887710_sheisey_resume.pdf
Political Party Affiliation, if any, over the previous five years	Democratic
City or Town where you reside	DRACUT
Employment Status	Employed
Occupation	Research Administrative Supervisor in Radiology
Employer	Boston Children's Hospital

- Research Assistant Learning Initiative Executive Committee, Founder

Beth Israel Deaconess Medical Center

**Sr. Research Administrator
Research Administrator**

**(2011 – 2014)
(2008 – 2011)**

- Responsible for all post-award management of active grants and contracts including subcontract and contract reviews and modifications, no-cost extensions, and FFRs for designated areas of responsibility.
- Educate faculty and administrative staff in new policies, regulations, and changes in sponsor requirements.
- Assist faculty in all aspects of proposal development, formulating budgets, ensuring compliance with hospital and sponsor policies, and overseeing proper transmittal of proposals.
- Review proposals for compliance with agency-specific requirements and hospital policies.
- Liaise with the IACUC and IRB offices to ensure compliance with federal regulations and hospital policies.
- Full Member of IRB Review committee responsible for evaluating protocols to ensure their compliance with federal and institutional policies, standards, and regulations.
- Spearhead and Manage the Research Assistant Learning Initiative (RALI), a group dedicated to the professional and educational development of research assistants.

Beth Israel Deaconess Medical Center

Administrative Coordinator

(2007 – 2008)

- Coordinate training seminars and workshops, including registration and attendance for Surgical Research
- Perform inventory control and management; order office, project, and event supplies as necessary.
- Schedule travel arrangements, hotel bookings, and catering services for meetings and events.
- Coordinate Faculty Appointments for staff with Harvard Medical School
- Departmental management of sponsored research portfolio, working closely with the research administrator to ensure fiscal compliance.
- Oversee all aspects of the Visa and Immigration Service for the Surgical Research division, ensuring that the process runs smoothly.

First American Title Insurance Company

Policy Department Supervisor

(2004 – 2007)

- In conjunction with the Vice President, managed and directed the financial/strategic needs and goals of the organization based on monthly forecasting.
- Performed all necessary bookkeeping and payroll tasks including Accounts Payable, Accounts Receivable, deposits, bank reconciliations, and journal entries
- Responsible for managing front-line operations and administrative functions for New England, including setting up processes and controls for accessing policy information and processing claims.
- Enhanced business operations through the implementation through better management of resources and training of staff resulting in improved customer retention and satisfaction.
- Designed and implemented online and in person training programs to onboard new, recently acquired subsidiary insurance companies to ensure a smooth and streamlined transition.

EDUCATION:

2004	BA	Wentworth Institute of Technology	Computer Science
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VOLUNTEER:

2015-2018	Girl Scouts of Eastern Massachusetts
2015	Society of Research Administration (SRA)

Presentations:

2015	NCURA RADG Region 1: Post Award Speaker
2016	SRA Poster Presentation: The Open Dialogue in Research Administration