Form Name: Citizens Commission Submission Time: February 1, 2019 8:24 am	
Name	Sabrina Heisey
Address	
Phone	
Email	
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
Clty or Town where you reside	DRACUT
Employment Status	Employed
Occupation	Research Administrative Supervisor in Radiology
Employer	Boston Children's Hospital

SUMMARY OF QUALIFICATIONS:

- Accomplished research management professional with 10 years of solid clinical trials management with experience of supporting the research of a large team of clinicians, trialists, statisticians, economists and systematic reviewers.
- Proficient in interpreting and applying federal circulars, sponsor guidelines, and institutional policies for a variety of sponsors.
- Proven track record of implementing change management and best practice sharing.
- Enthusiastic problem solver with demonstrated ability to swiftly assess diverse situational challenges, develops action plans, and meet or exceed target goals.
- Excellent communication, supervisory, training, and inter-personalskills.
- Extensive experience in employee relations including mentoring, engagement, and performance management.
- Driven self-starter with a strong history of achieving excellent performance reviews; cited by senior management for being an action oriented problem solver with exceptional communication skills.

SKILL HIGHLIGHTS

- Financial & Resource Management
- Regulatory & Audit Compliance
- Financial Analysis, Forecasting & Reporting
- Healthcare Management

- Personnel Hiring/Training/Retention
- Risk Management
 - Project Management
 - Clinical Trials & Research Safety

RELEVANT PROFESSIONAL EXPERIENCE:

Boston Children's Hospital Research Administrative Supervisor (2017 – PRESENT)

- Part of the Leadership team in the Department of Radiology
- Responsible for personnel recruitment, training, and professional development (2 direct reports)
- Pre-award and Post-award responsibilities for all Radiology Research
- Core billing responsibilities for MR Research Magnet core

Beth Israel Deaconess Medical Center Research Administrative Supervisor (2014 – 2017)

Responsibilities for this position are the same as Research Administrator below with the addition of:

- Signature Official for the Institution
- Responsible for personnel recruitment, training, and professional development.
- Administrative Support for U01 Clinical Trial in Neurology including assisting investigator in site setup and ongoing site management.
- Direct an administrative and professional staff with various levels of experience and expertise in grants management.
- Administer a monthly research administration round table education program focused on examining and improving current business practices and establishing peer to peer mentoring opportunities.
- Assist in the development of departmental procedures, policies, and training manuals relating to sponsored programs administration.
- Provide comprehensive guidance and direction to Principal Investigators regarding departmental and research operations.
- Review, interpret, and apply federal and state regulations, hospital policies and procedures, and terms and conditions from sponsoring agencies.
- Provide leadership and guidance on all pre- and post- award issues relating to sponsored projects including subrecipient monitoring, effort reporting, and compliance for designated areas of responsibility.
- Trainer, BIDMC Research Administrator Pipeline program.
- CTO Task Force Executive Committee

- 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 CenterAdministrative 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 CompanyPolicy 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
VOLUNTEER:		
2015-2018	Girl Scouts of Eastern Massachusetts	
2015	Society of Research Administration (SRA)	
Presentation	IS:	
2015	NCURA RADG Region 1: Post Award Speaker	

2010	CDA Desteu Dusseutstieus The Ouser Dislesses in Desseush Adustristantieus
2016	SRA Poster Presentation: The Open Dialogue in Research Administration
2010	Short oster i resentation. The open Blaiogue in Research annihistration