

# Teri Gabriel

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**Objective** To pursue an administrative/managerial position that will enable me to use my leadership communication and technical skills.

**Experience** 10/2016-Present Embry-Riddle Aeronautical University  
Daytona Beach, FL

**Assistant Director of Research/IRB Assistant Director**

- Assist in overseeing development of Embry-Riddle's Research website which includes organizing, compiling and editing investigator research projects.
- Assist in managing the internal research funding award program.
- Provide analysis on funded and unfunded research as well as compile unified research information across campuses.
- Serve as a resource for federal regulatory agencies maintaining the university Office of Human Research Protections Federal Wide Assurance, and IRB Membership. Maintain a thorough understanding of current federal regulations pertaining to human subject protections.
- Review and revise policies and procedures to ensure compliance with federal and state regulations, agency guidelines and university policies and procedures.
- Provide relevant information related to improving and/or updating the IRB website, modifying or creating new forms for on-line submissions.
- Ensure the safety and welfare of human research participants, providing guidance and technical assistance to investigators regarding submission of their IRB application.
- Work closely with the IRB Chair in screening applications for completeness and accuracy, assist with protocol evaluation, catalog all IRB protocol applications, organize IRB reviews and meetings. Provide the Chair with an initial opinion/judgment on the action to be taken on submitted protocols: exempt, expedited or full IRB review. Screen and review any resubmission of protocols and forward acceptable ones to the Chair. Work with the IRB pre-reviewers (IRB Members) to ensure that they understand IRB processes and procedures.
- Compile reports on human subject research and research in general

01/2014-10/2016 Embry-Riddle Aeronautical University  
Daytona Beach, FL

**Human Subjects Administrator/Research Analyst**

- Serve as Human Protections Administrator as the liaison to the US Office of Human Research Protection
- Review and revise policies and procedures to ensure compliance with federal and state regulations, agency guidelines and university policies and procedures
- Provide analysis on funded and unfunded research as well as compile unified research information across campuses
- Compile reports on human subject research and research in general

11/2012-12/2013 Embry-Riddle Aeronautical University  
Daytona Beach, FL

**Senior Grants Analyst**

- Manage proposal submissions for government and private grants providing guidance to principal investigators
- Coordinate acceptance of new awards negotiating terms and conditions and reviewing the award instrument
- Serve as Human Protections Administrator as the liaison to the US Office of Human Research Protection
- Ensure compliance with and maintain working knowledge of university policies on research administration as well as applicable Federal laws and regulations, including the sponsoring agency policies, procedures, forms and guidelines

7/2012-11/2012 Embry-Riddle Aeronautical University

**Associate Director of Compliance & Financial Research Administration**

- Worked with the Director of Compliance on developing policies and procedures concerning compliance of externally funded research.
- Served as Human Protections Administrator as the liaison to the US Office of Human Research Protection.
- Ensured all students participating in grant funded research completed Responsible Conduct of Research training and kept all records.
- Developed training for new faculty on the process of applying to and maintaining grant funding.

4/2007-7/2012 Embry-Riddle Aeronautical University

**Manager/Director, OSP Pre-Award Sponsored Programs**

- Managed a team of four in all aspects of pre-award research grant activity including developing, coordinating, implementing, monitoring and training pre award sponsored programs.
- Provided leadership, guidance and necessary support to faculty and staff in the development of research projects and in the preparation and submission of applications for funding.
- Ensured compliance with and maintained working knowledge of university policies on research administration as well as applicable Federal laws and regulations, including the sponsoring agency policies, procedures, forms and guidelines.
- Maintained accurate and up-to-date information on the department internal database and reporting to all Colleges.
- Served as Human Protections Administrator as the liaison to the US Office of Human Research Protection.
- Served as liaison between Embry-Riddle Aeronautical University and external organizations in the administration conduct of sponsored programs.

2006-4/2007 Embry-Riddle Aeronautical University

**Manager of Grants & Contracts Administration**

- Managed a team of five staff members; four grant analysts and one administrative assistant under the direction of the Director.
- Reviewed and revised policies and procedures to ensure compliance with federal and state regulations, agency guidelines and university policies and procedures.

- Developed strategies, policies and procedures with University Budget Office to ensure the Oracle Financial System provided the mechanism for university compliance for federally sponsored research programs.
- Trained OSP staff in the use of the OSP MS Access Database and university electronic systems necessary for sponsored research administration. Developed Web-based training programs for faculty who participated in externally funded projects.
- Developed and submitted proposals in compliance with all applicable guidelines, policies, and procedures.
- Served as liaison between ERAU and external organizations in the administrative conduct of sponsored programs.

2005-2006    Flagler Habitat for Humanity            Bunnell, FL

**Executive Director**

- Directed and supervised the administration of the office, construction site, and thrift store
- Supervised four full-time and seven part-time employees.
- Responsible for contributions, expenditures and the overall budget.
- Researched, wrote and administered grants for housing, land and infrastructure. (SHIP & SHOP)
- Coordinated/organized charitable events and maintained a presence in the community by attending various organization meetings like Rotary and Chamber.
- Recruited business sponsors and received more than \$200,000 through the Community Contribution Tax Credit Program a state program allowing businesses to contribute to Habitat utilizing sales tax credits.
- Attended and ran the Development, Site Selection and Family Support Committees.
- Worked with realtors and developers negotiating, purchasing and developing land for affordable housing.
- Wrote and implemented policies and procedures.

2001-2005    Flagler County Development Services            Bunnell, FL

**Special Projects Administrator/SHIP Administrator/Computer Instructor**

- Directed, researched, analyzed and implemented special projects.
- Served as the County's Liaison to various citizen committees including the Economic Development Commission, Housing Advisory Task Force Board, Land Acquisition Committee, Local Mitigation Strategy Committee and the A1A Scenic PRIDE Committee.
- Oversaw purchasing contracts, prepared bid packages and coordinated the interview process to hire consultants.
- Wrote and implemented the Phase I National Scenic Byways grant funded by the Federal Highway Administration, through the Florida Department of Transportation.
- Administered the County's allocation of State Housing Initiative Partnership (SHIP) program funds.
- Assessed and provided computer software training for county staff.
- Provided public information during emergencies.

2001-2005    Flagler County Planning Dept            Bunnell, FL

### **Principal Planner/Computer Instructor**

- Supervised a 12 person staff consisting of Code Enforcement Officers, Planners and Clerical Staff.
- Oversaw and directed the Department Budget comparing revenues to expenses and provided innovative ways to conserve on spending.
- Met with citizen groups, advisory groups and the Board of County Commissioners.
- Prepared grant applications for state and /or private funding to supplement county funds.
- Researched, analyzed and prepared resolutions and ordinances to amend comprehensive plan and/or land development codes.
- Reviewed, edited and updated the County's Comprehensive Plan.
- Planned, prepared, and taught Microsoft Office 2000 Professional Software courses.

2000-2001 Embry-Riddle Aeronautical University Daytona Beach, FL

### **Grants and Contracts Administrator**

- Assisted in pre- and post award management of projects in cooperation with Principal Investigators (PI).
- Developed, negotiated and managed subcontracts issued to outside organizations.
- Assisted PIs in meeting administrative contract and grant requirements by continuously tracking and monitoring sponsored projects.
- Wrote policies and procedures to comply with state and federal regulations as well as University regulations.
- Responsible for all aspects of pre and post award research grant and contract activity to ensure compliance with federal, state, sponsoring agency and university regulations.

1998-2000 Flagler County Planning Department Bunnell, FL

### **SHIP Administrator/Planner II/Computer Instructor**

- Administered State housing funds for low to moderate-income residents.
- Attended conferences/workshops to keep up-to-date on policies and State regulations.
- Worked with Housing Task Force Advisory Committee in setting policies and procedures and updating and implementing the Housing Element of the Comprehensive Plan.
- Prepared agenda reports and presentations for the County Commission and the State.
- Worked with the Bureau of the Census on demographic information for the 2000 Census update.
- Planned, prepared, & taught Microsoft Office 2000 Professional Software courses.

1990-1998 Daytona Beach Community College Daytona Beach, FL

### **Coordinator, Center for Business & Industry**

- Coordinated and taught continuing education computer courses and training for the business community.
- Supervised and hired instructors; monitored instructors classes.
- Prepared training proposals and handled all logistics.
- Assisted with government projects, such as the Palm Coast and Deltona Feasibility

studies as Project Coordinator.

- Managed a computerized multi-media center, including programming state-of-the-art audiovisual equipment.

## **Education**

1998      **University of Central Florida**                      Daytona Beach, FL

- Master of Public Administration - MPA
- Graduated Summa Cum Laude
- Member of Pi Alpha Alpha National Honor Society

1995      **University of Central Florida**                      Daytona Beach, FL

- Bachelor of Arts in Psychology - BA
- Graduated Cum Laude
- Member of Psi Chi Psychology Honor Society
- Member of Phi Kappa Phi Honor Society
- Who's Who Among College and University Students

## **Certifications**

2008 – Certified Research Administrator – good until 2018  
2003 – Advanced Applications in Public Affairs  
2002 – Basic Public Information Officer  
2002 – Microsoft Office User Specialist (MOUS) Master  
1998 – Teaching Certification for Computer Software Applications  
1997 – Zenger Miller Supervisory Management Training Certificate

## **Organizations**

2012 - Flagler Beach Relay for Life Operations Chair  
2011 - Flagler County Planning & Zoning Board  
2011 - Southern Association of Colleges & Schools – Selection Team  
2006 - National Council of Undergraduate Research Administrators – NCURA  
1998 - American Planners Association – APA  
1998 - American Society of Public Administration – ASPA

## **References**

Available Upon Request