

# LORRIE ROBBINS



lorrierobbins15@gmail.com



724-312-8260



Cary, NC 27511

## PROFESSIONAL SUMMARY

- Talented Senior Leader with seasoned experience in finance, academic administration, business management, life-cycle (cradle-to-grave) sponsored projects management, facilities management and human resource management at the central and departmental levels at academic and research institutions.
- Highly effective at facilitating communication between different areas to maximize team and business success.
- Focused on continuous business and professional improvement.
- Excellent partnership, collaboration and leadership abilities.

## AREAS OF HANDS-ON EXPERTISE:

- |  |  |  |
|--|--|--|
| ✓ Financial Planning and Management                    | ✓ Recruitment/Training                     | ✓ Staff Leadership and Management          |
| ✓ Process Improvement                                  | ✓ Life-Cycle Grants & Contracts Management | ✓ Procedure/Policy Development             |
| ✓ Quality Management                                   | ✓ Cost Control                             | ✓ Problem Analysis/Resolution              |
| ✓ Strategic Planning                                   | ✓ Operational Efficiency                   | ✓ Mentoring and Collaborations             |
| ✓ Forecasting  | ✓ Change Management                        | ✓ Effort Management & Reporting            |
| ✓ Uniform Guidance/<br>FAR/State and Local<br>Policies | ✓ Project Management                       | ✓ Generally Accepted Accounting Principles |
|  | ✓ Compliance                               |  |

## PROFESSIONAL EXPERIENCE:

### **Senior Manager, Grants and Contracts (May 2022-Present)**

Manager, Grants and Contracts (August 2021-May 2022)  
Campus Grants Management Team, Duke University, Durham, NC

### **Manager, Grants and Contracts (June 2020-August 2021)**

Duke Human Vaccine Institute  
Duke University, Durham, NC

### **Research Administration Manager (May 2017-May 2020)**

Office of Sponsored Research  
University of North Carolina at Chapel Hill, NC

### **Senior Grants & Contracts Officer (October 2016-April 2017)**

Allegheny Health Network Research Institute, Allegheny Health Network, Pittsburgh, PA

### **Senior Business Officer, Research, Finance and Administration (July 2012-July 2016)**

Department of Biological Sciences, Dietrich School of Arts & Sciences  
Department of Neuroscience (Interim July 2012-January 2013)  
University of Pittsburgh, Pittsburgh, PA

### **Business Officer, Research, Finance and Administration (December 2008-July 2012)**

Department of Geology and Environmental Sciences, Dietrich School of Arts & Sciences  
University of Pittsburgh, Pittsburgh, PA

### **Director, Pre-Award Grants Administration/Senior Associate Administrator (January 2005-November 2008)**

Environmental & Occupational Health, Graduate School of Public Health  
University of Pittsburgh, Pittsburgh, PA

**Grants & Program Administrator/Executive Administrator to Vice Chair of Research (December 2002-December 2005)**

Department of Pediatric Neurosurgery, School of Medicine  
University of Pittsburgh Medical Center/University of Pittsburgh

**PROFESSIONAL TRAINING:**

*Certified Research Administrator (CRA)*  
Research Administrators Certification Council, 2015

*Certificate, Organization Leadership & Ethics*  
University of Pittsburgh  
David Berg Center for Ethics and Leadership, 2014

*Duke Research Administration Academy*  
Certified, 2022

*Certificate, Financial Management*  
Society for Research Administrators, 2014

*Community College of Allegheny County*  
Business Management, minor finance  
(Credits taken, graduation expected)

*Duke Advanced Grants Management*  
Certified, 2023

**SELECTED PUBLICATIONS:**

2023 SRAI Publication, CATALYST, **Invited Author**, "I'm Pre-Award, but is it really just pre-award?", July 2023 Issue

2022 NCURA Publication, *Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices*, **Invited Author**, "Internal Controls: Does it Even Apply to Me?", Chapter 1500, Pages 1530:137-146.

2019: NCURA Publication, *Sponsored Research Administration: A Guide to Effective Strategies and Recommended Practices, Leadership Development*. **Invited Author**, "Staying Organized Through the Chaos: How do Top Leaders Do It?", Chapter 4120.54, Pages 4120:293-297.

2018: NCURA Publication, compendium *Sponsored Research Administration: A Guide to Effective Strategies & Recommended Practices*. **Invited Author**, "Building Bridges: Establishing Relationships between Principal Investigators and Research Professionals", Chapter 500, Pages 520:69-520-76.

**PROFESSIONAL ACTIVITIES:**

Speaker:

- NCURA Annual Meeting and Conference since 2018 to present.
- SRAI Annual Meeting and Conference since 2019 to present.
- NCURA Region III Meeting and Conference since 2018 to present.
- Florida Research Administrators Conference (FRAC) since 2018 to present.
- SRAI Virtual RA Conference 2024, Finance Track Co-Chair
- SRAI, Annual Meeting 2024, Thread Chair, Departmental Administration
- Duke 2021 and 2023 Research Symposium
- NCURA FRA Conference, 2022

University Manager's Association, UNC, Board Member, Co-Vice President

**PROFESSIONAL MEMBERSHIPS:**

National Council of University Research Administrators (NCURA)  
Society of Research Administrators International (SRAI)  
National Contract Management Association (NCMA)  
Psi Beta, National Honor Society in Psychology, Lifetime Member