

# Danielle M. Gunter-Ward, MS

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## Education

Doctoral Student, Biology/Agriculture, Tennessee State University, Nashville, TN, graduation May 2018  
M.S., Pharmacology, Howard University, Washington, DC, 2011  
B.S., Biology/Chemistry Minor, Delaware State University, Dover, DE, 2009

## Summary

- Biomedical scientist with 9+ years of laboratory and literature based research experience.
- Administrative professional with 7+ years of executive level administrative support experience in the areas of Healthcare, Budget, Human Resources, Equal Employment Opportunity, and Compliance.

## Skills

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|---|----------------------------------|--------------------------------|
| ▪ Office Management Efficiency                | ▪ Budget                         | ▪ Customer/Patient Services    |
| ▪ Executive Presentations                     | ▪ Grant Management               | ▪ SharePoint site Maintenance  |
| ▪ Meeting and Event Planning and Coordination | ▪ Records Management             | ▪ Time and Attendance /Payroll |
| ▪ Multi-project Management                    | ▪ Database Management            | ▪ Policy and Procedures        |
|   | ▪ Microsoft Office Suite         |                                |
|   | ▪ Executive Calendar Maintenance |                                |

## Work Experience

10/2014- 08/2015      **Department of Veteran Affairs (at Vanderbilt)**      Nashville, TN  
*Advanced Medical Support Assistant , FT 40hr/week, GS6*

- Daily use of **Computerized Patient Records System (CPRS), VistA patient records, VetLink patient records.**
- Proficient in **ICB (insurance verification system)** use.
- Daily use of medical terminology.
- Schedule and reschedule new consults (referrals) and return appointments for patient.
- Scheduler for multiple clinics and providers, namely Neurology, Mental Health (Psychiatry), Palliative, and Primary care specialists.
- Schedule and/or coordinate medical tests including EEGs, EMGs, and MRIs.
- Daily check-in and check-out of patients for visits.
- Liaison between patients, outside providers, and agency wide contacts.
- Ensure smooth clinical operation flow daily.

9/2013-09/2014      **Southern College of Optometry**      Memphis, TN  
*Administrative Support (Floater), FT 35 hrs/week*

- **Administrative Coordinator and Mail Center Supervisor to the Director Physical Plant Department:** Duties included executive calendar and files maintenance, invoice processing, key management, supervising full-time mail staff, and clerical duties as assigned.
- **Human Resources Assistant to the Vice President of Human Resources Department:** Duties include Personnel Records Management, file maintenance (including insurance, ERISA, FMLA/Disabilities, OSHA records, etc.) payroll verification/processing, time and attendance

record keeping (i.e. TimeForce system maintenance, PTO processing, accruals, etc.) and process, procedure, and policy writing. Liaison between appropriate personnel and employees, applicants, and patients. Composing of forms (Personnel Action Request, insurance status change, Employee Evaluation template reformatting, etc.); clerical duties as assigned.

- **Facilities Coordinator in Physical Plant Department:** Duties included scheduling and coordinating of all college events, disseminating event set-up duties to facilities staff members, maintained college calendars, purchased supplies and food, input work orders into School Dude (facilities and maintenance database), administrative duties as assigned.

6/2009 - 7/2012

**United States Department of Agriculture**

Washington, DC

***Office Automation Assistant, STEP , Maxi Flex, GS5***

- Ensured compliance with the Privacy Act by securely storing confidential documents and negating discussion of personal information of customers and employees.
- Reported to Director and Deputy Director of Civil Rights and Community Outreach Staff (CRCOS) of the Risk management Agency (RMA).
- Represented RMA at various recruiting ventures and intern orientation.
- Administrative support to Civil Rights Compliance Manager and Equal Employment Opportunity Specialist. Specialties: Lean Six Sigma, Compliance Reviews, EEO Complaint formatting.
- Training: IT Security Awareness, Cultural Transformation, Records Management
- Annually completed Federal Funding Accountability and Transparency Act (FFATA)/ Federal Assistance Award Data System (FAADS) Budget Report for CRCOS.
- Grant Management (complete cycle):
  - Assistant grant review panel coordinator/organization.
  - Grant reviewer.
  - Maintained budget of \$1.5 to \$3 million to be allocated to awarded Partners.
  - Contract awardments range from \$25,000 to \$300, 000.
  - Composed/Maintained Expenditures for 40 to 80 Grants/Agreements in Excel and posted on SharePoint for CRCOS ( budget/tracking system that contained Partnership Agreement financial documents).
  - Processed payments and invoices.
  - Composed, shipped to agreement holders, and posted Partnership Closeout Letters to SharePoint.
- Records Management: created electronic archiving system on SharePoint for Outreach Partnership Agreements for the Office of the Administrator.
- Composed and updated policies and procedures, letters and reports, RMA Outreach Program booklets, reviewed correspondence for accuracy and completeness, prepared public presentations, developed standard letters and replies to inquiries.
- Accomplishments: Certificates of Appreciation/ Performance Awards for assisting in the organization of grant panels, participating as a grant reviewer, and organization and execution of USDA RMA Internship Program.

3/2012- 7/2012

**LLM Placements, LLC / NAI Personnel**

Silver Spring, MD

***Executive Assistant, Human Resources , FT 35 hrs/week***

- Reported directly to LLM Placements CEO and lead Healthcare Recruiter of staffing firm.
- Maintained executive calendar.
- Prepared vacancy announcements, reports, letters, memos, etc. pertaining to recruitment of healthcare providers (i.e. physicians, nurses, dentists, medical technicians, psychiatrists, etc.).
- Verified Professional/Character References verbally, education, licensure, and certifications.

- Prepared Credentialing Packets to be submitted to potential clients
- Prepared Onboarding packets and processed necessary personnel documents.
- Maintained employee and potential hire personnel files.
- Payroll verification.
- Processed incoming and outgoing materials such as mail, correspondence, faxes, memoranda, etc.

9/2009 – 5/2011

**Howard University**

Washington, DC

***Graduate Assistant***

- Administrative support to Office of the Dean of the Graduate School of Arts and Sciences.
- Financial Reporting: Processed travel vouchers, reimbursement, and requisitions for 5 to 8 educational grants.
- Billing: Generated and processed invoices for conference registration Database inquiry
- Assisted with coordinating/planning educational conferences via Cvent, Microsoft Excel, and Publisher.
- Assisted with student program management- processed timesheets of Alliance for Graduate Education and the Professoriate fellows.

**Research Experience**

8/2015 - Present

**Tennessee State University**, Depts. of Biological Sciences and Agriculture  
Nashville, TN

***Graduate Assistant***

- Methods: **Optical Technologies, Microbial Inactivation via UV-C, Spectrophotometer, Collimated Beam Reactor, Microbial Assay, Inverse Adding Doubling method**
- As a member of the investigative team, conducting various aspects of research for an on-going study in the area of Food Biosciences and Technology to utilize UV-C Technology to disinfect liquid foods in order to minimize food-borne illness outbreaks.
- Exploring and performing Food Science Biotechnology research project entitled: “Application of short wave-length UV Irradiation for treating highly absorbing and scattering liquid foods: Safety and Quality Assessment”.
- We seek to establish a D10 Value inactivation database and inactivate microbes (bacteria- Escherichia coli, Listeria monocytogenes, Salmonella typhimurium, and viruses- MS2 and T1) which are critical pathogens causing food borne illnesses.
- Performing literature review and investigations pertaining to UV-C inactivation of said microbes, furan toxicity, and spoilage enzymes.
- Teaching: Training of three undergraduate students on basic lab techniques as well as oversee their projects as directed by the Principle Investigator. Mentor students regarding academic proficiency and professional development.

\*D.M. GUNTER-WARD\*, A. Patras, M. Sasges. “Quantifying And Validating The Optical Properties Of An Opaque Fluid Using A Bacteriophage”. Graduate Research Poster Contestant: **3<sup>rd</sup> Place Winner**. April 2016. MANRRS 31 National Conference.

1/2010 - 2/2011

**Howard University**, Department of Pharmacology

Washington, DC

### ***Graduate Student***

- Methods: **Cell culture, Western Blot, Flow Cytometry, and FragEL tunnel assay.**
- As a member of the investigative team, conducted various aspects of research for an on-going study of the Molecular Biochemistry and Pharmacological activity of dietary factors on human prostate cancer cells.
- Performed literature review and investigations pertaining to relationship of various dietary factors and the initiation of cell proliferation or apoptosis.
- Explored and performed biochemical research project entitled: “Dietetic Caffeine and Alcohol Promote Cell Survival and Proliferation in Human Prostate Cancer Cells”. We sought to determine the caffeine and alcohol affects, if any, on AKT and ERK1/2 activation, cancer chemotherapeutic effectiveness, and cell survival in human prostate cancer cell lines, LNCaP and DU145.
- Presented research at the 2011 Graduate School Research Symposium at Howard University. Internship

6/2007-8/2007      **Thomas Jefferson University**, College of Graduate Studies Philadelphia, PA

### ***Summer Intern***

- Methods: **Cell culture, Electrophoresis, and PCR.**
- As a member of the investigative team, conducted various aspects of research for an on-going study of the Molecular Biochemistry and Genetics of Transfer RNA (tRNA)
- Performed internet research and investigations pertaining to relationship of RNAs and cellular life.
- Developed presentation materials using PowerPoint, Photo Shop, and Chem Draw.
- Explored and performed biochemical research project entitled: “Analysis of Dus1p Modification of *E. coli* tRNA<sup>Pro</sup> by Primer Extension”. Sought to determine if the activity of the designated base pairs were affected by the modified structure.
- Presented research at the 2007 Annual Biomedical Research Conference for Minority Students in Austin, TX . Winner of the MARC FASEB Travel Award.

### **Awards & Associations**

Alliance for Graduate Education Professoriate (AGEP) Scholar, Howard University

MARC FASEB Travel Award (DSU)

Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS), TSU (graduate), DSU (undergraduate)

Thurgood Marshall Fund Scholar, Delaware State University (DSU)