

# Rebecca R. Wessinger

396 Tannery Way • Lexington, SC 29073 • Phone: (803)429-5314 • Email: [RRWessinger@gmail.com](mailto:RRWessinger@gmail.com)

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## Objective

Build a productive, strong career in the field of Research Administration in a team environment with emphasis on generating creative ideas and solutions.

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## Education

### **Wagener-Salley High School**

*High School Diploma*

- Honor Graduate

Wagener, SC

Aug. 2000-June 2004

### **University of South Carolina Aiken**

*Bachelor of Science in Business Administration*

- Concentration: Management
- Overall GPA: 3.104/4.0

Aiken, SC

Aug. 2004-May 2008

### **University of South Carolina**

*Master of Education in Higher Education Business Administration*

- Overall GPA: 3.538/4.0

Columbia, SC

Sept. 2011-June 2013

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## Certifications

- Certified Research Administrator
  - University of South Carolina Learn, Educate, and Develop (LEAD) Supervisory Essentials certifications.
  - University of South Carolina Gamecock Research Administrators Network Training (GRANT) certification.
  - University of South Carolina Business Manager Training Program certification.
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## NCURA Positions

Program Book Coordinator

May 2022

Public Relations Coordinator

June 2022 - Current

Program Committee Member and Program Book Coordinator

May 2023

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## Work Experience

**College of Engineering and Computing, University of South Carolina, Columbia, SC**

May 2022 – current

*Assistant Director of Research Development, Office of Research*

- Provide research development support services and training to faculty and staff including budget preparation and re-allocation, guidance with solicitation interpretation, ancillary document preparation, and attends necessary team building or grant preparation meetings.
- Search and promote funding opportunities for faculty and staff. Provide related details to targeted faculty members. Promote new opportunities in a weekly funding newsletter for all faculty.
- Monitoring and analyzing compliance with University, State, Industrial, and Federal Regulations.
- Figure and table preparation for faculty grant applications, white papers, presentations, and outreach including newsletters and website.

**College of Engineering and Computing, University of South Carolina, Columbia, SC**

Jan. 2022 – May 2022

*Assistant Director of Pre-Award, Office of Research*

- Provide Pre-Award support services and training to faculty and staff including budget preparation and re-allocation, guidance with solicitation interpretation, ancillary document preparation, and attends necessary team building or grant preparation meetings.
- Search and promote funding opportunities for faculty and staff. Provide related details to targeted faculty members. Promote new opportunities in a weekly funding newsletter for all faculty.
- Figure and table preparation for faculty grant applications, white papers, presentations, and outreach including newsletters and website.

**College of Engineering and Computing, University of South Carolina, Columbia, SC** May 2021 – Dec. 2021  
*Proposal Development Specialist, Office of Research*

- Provide Pre-Award support services and training to faculty and staff including budget preparation and re-allocation, guidance with solicitation interpretation and compliance (Federal, State, Industrial, etc.), ancillary document preparation, and attends necessary team building or grant preparation meetings.
- Search and promote funding opportunities for faculty and staff. Provide related details to targeted faculty members. Promote new opportunities in a weekly funding newsletter for all faculty.
- Figure and table preparation for faculty grant applications, white papers, presentations, and outreach including newsletters and website.

**College of Education, University of South Carolina, Columbia, SC** Nov. 2016 – June 2021  
*Director, Office of Grants and Contracts*

- Support the research and service endeavors of faculty through the provision of pre- and post-grant award services.
- Oversee the overall functionality of the office including supervising two staff members.
- Assist in proposal and budget preparation, proposal submission, post-award functions, reporting and compliance.

**Sponsored Awards Management, University of South Carolina, Columbia, SC** May 2015-Nov. 2016  
*Grant Administrator II*

- Assist in proposal and budget preparation, proposal submission, and award negotiation.
- Contract negotiation with local, state, and federal funding agencies, commercial/industry entities, and government entities.
- Handle post-award administration for faculty in 32 Departments/Colleges.

**College of Engineering and Computing, University of South Carolina, Columbia, SC** Sept. 2008-June 2015  
*Administrative Coordinator I*

- Coordination and management of four Summer International Internship Programs: 28 students to date: 19 from the British University of Egypt in Cairo, Egypt, three from the Higher Technological Institute in Cairo, Egypt, and seven from National Taiwan University in Taipei, Taiwan.
- Work with International exchange students and prepare contracts with International Universities.
- Coordination and management of SCDOT continuing education program (ten courses per year).
- Grant Coordinator for a SCDOT Technology Transfer Grant (2008–present) and three National Science Foundation Grants: Partnerships for International Research and Education Grant (2008–present), Rapid Grant (2010–present), and I-CORPS Grant (2014).
- Program and Student Services coordinator for the MS in Engineering Management program.

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**Activities/Memberships**

<b>National Organization of Research Development Professionals, Columbia, SC</b> , Member	May 2021-Current
<b>National Council of University Research Administrators, Columbia, SC</b> , Member	Aug. 2015-Current
<b>Society for the Advancement of Management, Aiken, SC</b> , Member	Aug. 2007-May 2008
<b>Zeta Tau Alpha Fraternity, Aiken, SC</b> , Social Chair and Member	Jan. 2006-May 2008

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**Computer Skills**

Adobe Acrobat, Adobe Photoshop, Faxes, High-volume copiers, Internet Explorer, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Multi-line phone systems