Traydell M Beard

OBJECTIVE

A strong background in academic and administrative operations. Experience managing complex research and sponsored programs portfolios. Proven expertise in personnel supervision, both pre- and post-award administration, regulatory compliance, and financial oversight.

PROFESSIONAL EXPERIENCE

Dec. 2023 – Present **Tulane University Health Sciences Center**
Department of Microbiology and Immunology, School of Medicine
Senior Department Administrator II

- Manage day-to-day administrative operations of the department, including finance, HR, facilities and compliance.
- Oversee departmental budget, monitor expenditures, and prepare financial reports.
- Supervise administrative staff, providing guidance, training and performance management.
- Serve as liaison with universities offices and ensure alignment with institutional policies and procedures.
- Support faculty with hiring, onboarding, and promotion processes.
- Reviews account cash status monthly and works with PI and/or central business offices.

Jan. 2022 – Dec. 2023 **Tulane University Health Sciences Center**
Department of Microbiology and Immunology, School of Medicine
Senior Grants Administrator

- Managed Department of Microbiology portfolio of complex contracts and sponsored projects, ensuring compliance with institutional, federal and sponsored policies.
- Review, prepare, and submit grant proposal and progress reports.
- Coordinated post-award subcontract invoicing and payments.
- Develop detailed budgets and justifications for federal and foundation submissions.
- Monitor expenditures and assist PIs with financial projections and budget changes.
- Coordinate with central offices for award setup, contract negotiations, and closeout activities.

Sept. 2007 – Jan. 2022 **Tulane University Health Sciences Center**
Center for Aging, School of Medicine
Program Manager

- Responsible for managing federally awarded grant including pre and post award processing; monitoring and approving all expenditures in compliance related to grants and contracts.
- Oversee monthly activities by reviewing and reconciling grant funds, as well as submitting budget request, account setups, coordinate grant processes for no cost extensions, continuations, and renewals.
- Prepare annual fiscal year budget projections for the department section and PhD Program budget, conduct budget forecast to review any variances, assist with grants month end and closeouts procedures.
- Maintain service agreements for research equipment.
- Manage the administrative procedures of staff by maintaining personnel files, initiate staff and faculty hiring, prepare annual performance reviews, review biannual effort reporting forms, and review timecards.
- Arrange and coordinate annual advisory meeting, seminar travels and special events.

2011 – 2013 **Tulane University HSC** **New Orleans, LA**
Program Coordinator

- Provided administrative direction and oversight for 12-15 current and prospective students.
- Organized recruitment efforts for prospective PhD candidates.
- Maintained records of course schedules and student grades.
- Managed listserv and webpage.
- Coordinated travel arrangements, PhD courses and monthly seminar.
- Prepared and administered PhD program budget.
- Initiate and prepare student bi-weekly stipends and reimbursements.

2006 – 2007 **LSU Health Sciences Center** **New Orleans, LA**
Grants & Contract Coordinator

- Collaborated and work closely with sponsored program administration.
- Reviewed pre-award and post-award documents for compliance with policies.
- Examined and approved allowable expenditures for federal sponsored accounts.
- Prepare financial statement utilizing reports and university accounting systems.
- Set-up new accounts and close accounts after grant end date in accordance with procedures.
- Initiated purchase orders, travel reimbursements and staff hiring.

Additional Experience

- **Education Assistant,** UT Southwestern Medical Center, 2005-2006
- **Pediatric Billing,** UT Southwestern Medical Center, 2004-2005

EDUCATION

University of Phoenix, Kenner, LA 70056 US
Master of Business Administration, 2001

CERTIFICATION

- Tulane University Leadership Institute (TULI) - Emerging Leaders Program

Professional Affiliations

- National Council of University Research Administrators (NCURA)
- University Professional and Continuing Education Association (UPCEA)
- Delta Sigma Theta Sorority, Incorporated
- Knights of Peter Claver, Ladies Auxiliary