

# Wanetta Mcdowel

Research  
Administrator

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## Profile

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### Details

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1234 Main St, Wilmington, DE 19801

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Dedicated Research Administrator with 2 years of experience in managing research projects and securing funding. Proficient in grant proposal writing, budget management, and compliance with regulations. Demonstrates strong organizational skills, attention to detail, and ability to collaborate with diverse teams. Committed to fostering the growth of research programs and supporting the advancement of knowledge.

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## Employment History

### Research Administrator at Delaware Biotechnology Institute, DE

Feb 2023 - Present

- Successfully managed a research portfolio of over \$20 million in grants and contracts, resulting in a 15% increase in funding for the Delaware Biotechnology Institute during the tenure.
- Streamlined the grant application process by implementing a centralized database system, reducing administrative workload by 25% and increasing the success rate of grant approvals by 10%.
- Led a team of 5 research administrators and provided training and mentorship, resulting in a 50% reduction in errors in grant applications and improved overall efficiency of the department.
- Collaborated with interdisciplinary research teams to secure a \$5 million federal grant for a cutting-edge biotechnology project, significantly enhancing the institute's reputation and research capabilities.

### Assistant Research Administrator at University of Delaware Office of Research, DE

Sep 2021 - Jan 2023

- Successfully managed a research portfolio of over \$100 million, ensuring timely and efficient allocation of funds to various projects and departments within the University of Delaware.
  - Streamlined the grant application process, resulting in a 20% increase in successful applications and a 15% reduction in administrative processing time, ultimately increasing funding for research projects across the university.
  - Implemented a new financial tracking system, leading to a 10% reduction in budgetary errors and improved accuracy in financial reporting for the Office of Research.
  - Collaborated with interdisciplinary research teams to secure \$5 million in external funding for a major research initiative, contributing to the University of Delaware's reputation as a leading research institution.
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