*Tina P. Moore CEO* Clear Mind Consulting LLC

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**OBJECTIVE**

To utilize professional leadership skills within an organization that manages, analyzes data, auditing, technical operations and techniques to identify key targets and goals. I conduct complex evaluation studies that focus on unique and controversial issues, problems and situations that are extremely complex and have far reaching program wide interrelationships. I inspire, motivate, and guide multi-functional managerial project teams from the concept phase through requirements, laws, procedures, program system design, testing, and implementation phases of new managerial and auditing development projects. I mentor and foster talent by implementing trainings and best practices shaping individuals into professional managers.

**WORK EXPERIENCE**

02/2014- December 2023 **Johns Hopkins University** Baltimore, MD

# *Divisional Administrative Manager of Finance and Research*

* I coordinate and oversee all financial management for three Divisions to include University, departmental and sponsored budget, and the Physician Practice Plan;
* I strategically plan and determine cost of business activities and clinical finances; manages the All Funds; recommends budget adjustments and other cost improvement measures.
* Coordinates and assumes leadership role in grant submission; supervise budget development for all grant and contract proposals.
* Monitors, evaluates and implements business practices and procedures to support the day-to-day operational needs of the divisions; analyze and implement staff structure, capabilities and development to meet the current and future needs of the divisions; in conjunction with the Division Director and Assistant Administrator ensures clinical goals are met.
* In conjunction with the Director (s) and other senior leadership, I formulate overall tactical planning for growth and viability; develop new administrative policies as needed to ensure smooth operation in the division and manage the Operational responsibilities within the divisions.
* Develop division’s annual operating budget for submission to the department. Maintains all staff certifications and current effort statements.
* Oversees preparation for Visa applications in conjunction with the Office of International Services.
* Provide various computerized monthly, quarterly and annual financial reports for division director, clinical director and departmental administrator.
* Co supervises all administrative and clinical staff, assists with human resources issues including hiring/firing, discipline, time sheet approval and other matters.

**Additional Duties**

* + **Manage multiple clinical trials of multiple centers with trials that require complex financial management, tracking clinical trials enrollment to provide timely**

**reimbursement through invoicing. Inclusive of expansive clinical trial invoicing and the expansion of faculty and research portfolio.**

* + **Partner with Office of Research Administration as appropriate for complex federal research funding and create best practices templates for enhanced accurate grants submissions.**
  + **Partner and orchestrate Bayview’s Myositis Center multicenter clinics with Bayview Rheumatology center development.**
  + **Develop, maintain and instruct others in financial reporting systems for feedback to multi clinical centers and sponsors.**
  + **Develop job descriptions for new hires and restructure current positions as needed.**
  + **Develop and revise procedures as needed to maintain proper documentation.**
  + **Orchestrate and organize multiple laboratory inspections and operations on the East Baltimore and Bayview Campus.**
  + **Keep abreast of laws and regulations that apply to research, education and staff functions within dedicated area of responsibility.**
  + **Ongoing maintenance of sufficient professional expertise in all areas of financial and administrative management to ensure compliance with university and or sponsor/agency policies, regulations and restrictions.**
  + **Lead and coordinate team meetings and work groups, including presentations and discussion of issues and problems, facilitation of discussion and development of plans/solutions to problems.**
  + **Serve as a subject matter expert in diverse aspects of business, professional development of staff.**
  + **Manage and develop Multi-functional clinical calendars.**
  + **Organize and orchestrate Divisional process improvements.**

09/2011- 02/2014 **Johns Hopkins University** Baltimore, MD

# *Financial Analyst*

* I coordinated and oversee the submission of proposals, standards sponsored grants, specialized fellowships, and research contract and/or research clinical trials ensuring that all applicable direct and indirect costs rates are applied.
* I communicated with funding agencies and /or private companies in order to confirm or clarify grant/contract submission requirements and determine the cost of business activities.
* I managed multiple All Funds accounts and financial transactions involving federal and/ or private grants, contracts, gift and discretionary accounts both pre and post award for the Department of Neurology.
* I performed comprehensive analysis and projections, relating to business or research trends to improve divisional operational and financial effectiveness.
* I worked closely with the Division Director to ensure all clinical, lab, and operational goals are met. I have assisted in grant financial planning and costs analysis, tactical planning for departmental growth, building relationships, and developed new administrative policies that have strengthened and enlightened the division/department.
* I analyzed financial data to ensure efficient use of resources I have supervised all administrative and clinical staff.
* I ensured compliance with University and/or agency regulations and restrictions.

02/2007- 08/2011 **T Rowe Price Services, Inc.** Owings Mills, MD

# *Adjustment Associate*

* I prepared analyses/justification of requests for retail, mutual and retirement funds transactions. I reviewed the departmental and international site budgets.
* I determined the cost estimates for training and firm business activities.
* I managed all retail funds, consolidated/reviewed/analyzed budget requests and recommended budget cost analysis improvements and adjustments.
* I prepared and coordinated budget analyses/justification for use by higher level officials for Funds Management Operations.
* I served as supervisor of Quality Control for the Central Control Adjustments Team.
* I reviewed, monitored, approved and rejected financial policy procedures to support the day to day operational requests from the Business Units.
* I negotiated business contracts to assess the daily business needs of printing checks and allocating monthly equipment expenses.
* I developed New Hire Cross Training Program in conjunction with the General Manager to meet the demands of the Central Control Group.
* I processed, tracked, and approved all staffing requests.
* I prepared monthly human resource productivity reports to capture overall staffing progression.
* I hired and interviewed yearly interns for the investment busy seasons.
* I monitored all Adjustment Teams daily work volumes, quality percentages, and approved daily time metrics documents.
* I prepared and reviewed tax regulations of the Internal Revenue Service while updating W8 status of foreign customers and investment bankers. I provided quarterly and monthly reports for the Departmental Manager to track foreign investment activity. I performed systemic analysis to identify and assess the impact on the financial, travel and procurement systems within T Rowe’s Global Organization.

07/2006-01/2007 **Bank of America** Timonium, MD

# *Account Manager*

* I determined whether obligations, expenditures and allotments are within funding limitations of an approved budget; compiling, analyzing and making corrective entries to income, operating expenses, and budget; compiling and organizing large amounts of information; and producing documents, forms, and correspondence.
* I reviewed, verified, and consolidated narrative information & statistical data needed in the formulation & presentation of budget requests.
* I cross-checked the accuracy of budget & program data in forms, reports, etc.; compared figures in current estimates of funding needs by line item/object class with prior year expenditures; & preparing preliminary budget estimates & reviewing justifications.

**EDUCATION**

8/20/2020-current **Capella University** Minnesota

**Specialization**: Business Administration (**Ph.D.**) Concentration Business Intelligence



**Credits**: 6.0 GPA TBD - **Candidate for Ph.D.**

10/28/2017 **JHU Carey Business School** Baltimore, MD * Certification of Continuing Medical Education

* **Specialization**: Executive Certificate in Health Care Leadership and Management

* **Credits**: 33.00

04/2012-01/2018 **Strayer University** Alexandria, VA

* **Specialization**: Masters of Science in Management (MMS) Concentration Leadership

* **Credits**: 90.00 GPA 3.850 Honors Summa cum Laude- Golden Key International Honor Society-

**Degree Awarded**

04/2009-03/2012 **Strayer University** Owings Mills, MD

* **Specialization**: Business Administration (MBA) Concentration Management

* **Credits**: 54.0 GPA 3.883 Honors Summa Cum Laude- Alpha Chi National Honor Society

**Degree Awarded**

2001-05/2005 **Coppin State University** Baltimore, MD * Bachelors of Science Degree

* **Specialization**: Business Administration

* **Graduated**: 05/2005 **Degree Awarded**

**SOFTWARE SKILLS**

* MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, Adobe PDF, People Soft, Word Perfect, EPIC, Oracle, SAP

**REFERENCE**

Furnished Upon Request