

# Rebecca Rose Allen

Fred Hutchinson Cancer Research Center  
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Energetic professional with 14 years of experience in creating order in a dynamic setting. Known for excellent interpersonal skills and the ability to take on tasks, big and small. Independent worker able to respond to shifting priorities. Strong written and verbal communication skills.

## WORK EXPERIENCE

### **Fred Hutchinson Cancer Research Center**

**1995 - Present**

#### **Executive Assistant** *Vaccine and Infectious Disease Institute* 2006 – Present

Provide support for two highly active Biostatistics professors. Coordinate various office operations, including maintaining calendars, arrange standing and ad hoc meetings and calls, assist with: updating bibliographies, curriculum vitas and manuscripts submission. Serve as liaison to outside vendors and institutions.

- ✚ Work closely with supervisor to address problems and develop solutions.
- ✚ Coordinate meetings for the MIDAS Network using **EMS**. Gather meeting materials, draft agendas. Phone and e-mail contact with network consultants, respond to inquiries, direct calls and provide follow up.
- ✚ Under supervision of Chair, facilitate faculty searches for Scientific Staff within Center. Submit forms, draft ads, track progress, incorporate feedback, comply with institutional regulations and coordinate postings with HR staff. Act as point of contact. Develop calendar, set meetings, take notes, collect and distribute highly confidential materials, arrange for seminars, assist with visitor schedules, provide updates. Prepare recommendation report, incorporate comments, distribute to interested parties.
- ✚ Facilitate in hiring of Research Assistants and Postdoctoral staff. Maintain staff files of Human Subjects Certification in compliance with government grant regulations and Internal Review Office. Notify staff when recertification is needed and aid the process. Facilitate audit compliance as needed.
- ✚ Conduct on-line Web research using **Mozilla Firefox** to gather requested articles. Send reprints to colleagues abroad. Request journal articles from Arnold Digital Library and UW HealthLinks Library as needed.
- ✚ Coordinate international and domestic travel, submit Travel Expense Vouchers in compliance with grant regulations, in timely manner. Set and modify itineraries, verify logistics and provide remote support to traveling staff. Prepare and coordinate visitor agendas.
- ✚ Work with UW IT staff to launch class websites using **HTML**, maintain and update throughout quarter. Gather student projects upon course completion. <http://courses.washington.edu/b578a/index.html>
- ✚ Maintain and update the group website <http://csquid.fhcrc.org/> using **Plone** on an on-going basis.
- ✚ Use **Adobe Acrobat** to produce quality documents for a variety of purposes, such as formal seminar flyers.
- ✚ Assist in gathering signatures as needed. Format, draft and edit a variety of documents in **Word**.
- ✚ Approve requisitions using **FMS**. Research financial reports via **Crystal Reports** system as needed.
- ✚ Notify and arrange for service with vendors when equipment repairs are needed.

#### **Administrative Assistant** *Epidemiology Field Studies* **1999 - 2006**

Provided support for multiple long-term Public Health studies. Coordinated daily study operations, including regular subject contact via phone and letter, developed and drafted procedures. Arranged meetings and served as liaison to numerous outside vendors and participating institutions. Coordinated and oversaw large weekly mailings to study subjects, responded to participant inquiries, directed calls and provided follow up. Maintained comprehensive **Access** tracking systems following subjects' status, contact attempts, study forms and samples received. Formatted complex study forms in **Word**. Web research done using **Internet Explorer**. Assisted in creating **PowerPoint** presentations as needed. Performed quality assurance checks on large numbers of study forms, coordinated forms scanning while maintaining low error rate. Trained peers in Food Frequency Questionnaire quality assurance checks. Ordered and office supplies using **FMS**. Notified and arranged for repairs with vendors. Performed weekly freezer system checks on the sub-zero freezers housing various biological specimens. Arranged for quarterly preventative maintenance, logged invoices as needed.

#### **Administrative Assistant** *Compass Coordinating Center* **1997 - 1999**

Primary duties involved reception at a large coordinating center for multi-site Public Health study and ordering office supplies for staff of 60. Maintained a tickler file for protocols requiring Internal Review Board review or renewal and worked with Project Investigators to draft updates. Gathered needed signatures and submitted updates to the Internal Review Office in a timely manner. Took minutes at monthly publication group meetings. Wrote/edited departmental procedures. Worked closely with unit manager on special projects.

## **EDUCATION**

Bachelor of Fine Arts, Rhode Island School of Design, Providence, RI

## **NOTABLE ACHIEVEMENTS**

- ✚ Received thanks from many students enrolled in Analytic Methods in Infectious Diseases class for the content and up-to-date course website.
- ✚ Assisted the Tuberculosis modeling group in establishing a secure portal to meet their need for exchanging research related articles, conducting manuscript review and other scientific activities.
- ✚ Served on PHS Open House Committee, researched and drafted text for event posters explaining basic Epidemiologic concepts and terms to attending lay public (copies available upon request)
- ✚ Served 2 years on Employee Advisory Committee, represented colleagues at monthly meetings, also selected as liaison to Verizon, established *Hopelines* cell phone recycling program at Center with Verizon
- ✚ Served 3 terms on Hutch Kids' Childcare Board of Directors, elected President for final term, Seattle, WA

## **VOLUNTEER WORK**

### ***April In February, Seattle, WA***

***February 2009***

Coordinated fundraiser dinner and concert for recently disabled teacher. Worked closely with family, former classmates, student families, and former colleagues to cultivate donor contact list. Maintained family and donor confidentiality. Promoted event via various social networking mechanisms: facebook 'Cause' page, e-mail, phone, and acted as primary contact. Found, booked venue with linked kitchen and stage room, secured date and applied for and got fee reduction on rental and permit (fully covered through donations). Secured time/talent donations from band and professional cook. Created flyer, sent announcement and reminders. Tracked RSVPs roster (130 guests, many contributing non-participants), and worked with cook to match food with attendees. Facilitated a number of corporate and private contributions, helped volunteers remain motivated and focused on coordinating additional contributions throughout planning and procurement phase. Worked closely with Knights of Columbus to authorize one-time tax ID use so donors could capture tax benefit. Helped cook deliver leftover food to homeless shelter. Sent notifications and post event 'thank you's. Met goal of fully covering costs with pre-event contributions so all donations went to beneficiary. Proceeds exceeded 8 thousand dollars (toward medical bills and domestic retrofits).

### ***Pinehurst Child Care Center, Seattle, WA***

***June – March 2007***

Presented proposal to Board of Directors on enhancing staff benefits. Proposed increasing staff participation in existing retirement program via employer contribution. With Board approval, volunteered and served on the resulting Sub-committee, researched and distributed articles for review relating to this topic. Ultimately, the Board created a 50% match program as an incentive for staff that enroll, and located program representative willing to educate current staff on their options, as well as subsequent new hires.

### ***Pinehurst Child Care Center, Seattle, WA***

***February – May 2006***

Chaired Silent Auction Committee. Promoted annual campaign for program enhancement among parents, lead committee meetings, set goals and coordinated volunteer activities in support of event. Initiated having parent volunteers handle auction related administrative duties (as opposed to past practice of using center staff). Achieved individual procurement of over 900 dollars in donated goods and services from community. Realized an increase in overall corporate donations of 25% (items from area businesses comprised half the offerings with an estimated value of \$4,500 dollars). This event exceeded previous years' proceeds by 17.5% once associated costs were satisfied. And it was a success because it was also fun.