

EMILY LAMONT

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206-898-9408

WORK EXPERIENCE

University of Washington

School of Medicine, Dept of Medicine

Position Title: Assistant Director of Operations; Float Administrator

6/2022- Present

Primary Responsibilities:

- Fiscally responsible for division finances, currently division of rheumatology.
- Fiscal management, analysis, and compliance of various funding sources.
- Sophisticated understanding of university fiscal systems and government and university compliance requirements.
- Supervise division staff.
- Review all proposals in SAGE as division reviewer.
- Engaged in UWFT including participation in university-level groups (GA2C Reporting group).
- Manage HR, payroll and finances for division of rheumatology.
- Senior level consultation to division head and department leadership in the areas of finance, academic human resources, UWFT, and research administration.
- Strategic planning for Department of Medicine special projects.
- Coverage for leadership-level positions in the Department of Medicine.
- Member of UW's Human Resources Community of Practice.

University of Washington

School of Nursing, Dept of Child, Family, and Population Health Nursing

Position Title: Administrator

10/2018-6/2022

Primary Responsibilities:

- Fiscally responsible for over 100 department budgets including 4+ million in annual GOF funding and 40+ million in sponsored program funding.
- Fiscal management, analysis, and compliance of various funding sources.
- Sophisticated understanding of university fiscal systems and government and university compliance requirements.
- Supervise pre-award, post-award, and curriculum staff team of 10.
- Review all proposals in SAGE as department reviewer.
- Extensive academic HR experience with over 100 annual faculty.
- Change management leader who managed the merge of two departments and continues to manage UWFT transformation for department and school.
- Engaged in UWFT including participation in university-level groups (GA2C Reporting group).
- Manage HR, payroll and finances for a complicated department with multiple funding sources including sponsored programs, GOF, and UWCC programs.

- Extensive Workday experience including roles of HR Partner, Academic Partner, Chair's Delegate, HCM Initiate 1/2.
- Senior level consultation to Chair and school leadership in the areas of finance, academic human resources, UWFT, and research administration.
- Actively engaged in diversity, equity, and inclusion activities at the school level including trainings and workgroups.
- Member of UW's Human Resources Community of Practice.

University of Washington
 School of Nursing, Dept of Family and Child Nursing
 Position Title: Program Operations Specialist, part-time
 1/2016-10/2018

Primary Responsibilities:

- Deliver high level administrative support to multiple principal investigators and projects.
- Establish contracts and subawards from start to finish, extensive experience with Ariba and SAGE.
- Manage training grant operations for T90 post-doctoral fellowship grant.
- Act as hiring manager and human resources support.
- High level organizational support including annual retreat facilitation, long term team planning and tracking project progress and success.
- Annual reporting to federal and foundation sponsors.
- Oversee annual budgets of about \$2.25 million.

University of Washington
 Barnard Center for Infant Mental Health and Development
 Position Title: Operations Manager (Program Operations Specialist)
 4/2007-1/2016

Primary Responsibilities:

- Managed the operation of the Barnard Center for Infant Mental Health and Development in the School of Nursing, Department of Family and Child Nursing.
- Managed and planned fiscal operations for several contracts, federal grants and general Center operating and training budgets.
- Planned short- and long-range budgets and ensured budget targets are reached.
- Maintained and carried-out communications and development plan including social media, annual and special giving campaigns and alumni engagement.
- Ensured compliance with university and department fiscal policies.
- Managed human resources actions including layoffs, hiring and timekeeping.
- Assisted with research duties including reports and database management.
- Allocated space and equipment.
- Led rebranding effort for the Center including name change, launch event, new logo, publications and website design.
- Coordinated the marketing efforts of various training programs.
- Investigated funding opportunities for research and special projects including federal funding mechanisms as well as philanthropic foundation grants.

- Participated in LEAN process improvement efforts including working on the Research Infrastructure Workgroup.
- Member of Staff Council.

University of Washington
 School of Medicine, Department of Pediatrics
 Position Title: Research Coordinator
 07/2004 - 02/2007

Primary Responsibilities:

- Managed a 2800 subject randomized controlled trial from beginning to completion.
- Coordinated with collaborating agencies, hospitals and universities.
- Maintained a 1.2 million dollar budget.
- Created and submitted institutional review board applications for several hospital IRB and review committees.
- Supervised a staff of permanent and hourly research assistants.
- Developed strong relationships with community collaborators including physicians, hospitals and educators.
- Created reports for principal investigators.
- Responsible for supervising data collection and follow up.

PUBLICATION: Barr, R.G., Rivara, F.P., Barr, M., Cummings, P., Taylor, J., Lengua, L.J., & Meredith-Benitz, E. (2009). Effectiveness of educational materials designed to change knowledge and behaviors regarding crying and shaken baby syndrome in mothers of newborns: A randomized, controlled trial. *Pediatrics*, 123, 972-980.

University of Washington
 Reconnecting Youth, Dept. of Psychosocial and Community Health
 Position Title: Research Coordinator
 8/2000 - 07/2004

Primary Responsibilities:

- Coordinated several different suicide prevention projects.
- Worked with suicide-vulnerable teens to assess their situations and assure their safety.
- Administered a suicide risk assessment and other questionnaires to teens and young adults.
- Supervised hourly employees.
- Coordinated schedules for different studies, schools and employees.
- Responsible for data collection and follow up of subjects for a longitudinal study.

EDUCATION

University of Washington, 2000
 Bachelor of Arts in English Literature & Spanish Language and Literature (double major)

ADDITIONAL INFORMATION

Computer programs: Excel, Word, Powerpoint, Access, My Financial Desktop, Ariba, SAGE, UWHIRES, eRA Commons, Workday