

ANDREA McCOOK, MBA

Summary

- Outstanding organizational leader with over two decades of experience growing and supporting teams in local and international organizations of various sizes
- Extensive background in program and project management, organizational development, and complex research administration
- Significant cross-cultural work experience
- Outstanding analytical skills; strategic thinker
- Excellent written and oral communication skills; confident public speaker
- Highly organized and detail-oriented

Professional Experience

ASSOCIATE DIRECTOR, Research and Special Projects (2022 – present)

ASSISTANT DIRECTOR, Research and Grants (2017 – 2022)

RESEARCH SECTION MANAGER (2012 – 2017)

University of Washington, Department of Family Medicine, Seattle, WA

Provide oversight, direction, and leadership on all sponsored research activities in the department and manage the department's Research Section through continuing growth.

- Responsible for pre-award and post-award administration of grants, contracts, and clinical trial agreements totaling over \$6.5 M per year.
- Direct grant-related activities, oversee and manage technical, legal, financial, and administrative components of grant management for the research program.
- Manage fiscal, administrative and grants management staff of the research section and support hiring and management of research personnel.
- Provide regular financial analysis and reporting to Vice Chair of Research/Research Section Head, Vice Chair of Finance and Administration and principal investigators to guide planning for the section.
- Partner with the Chair, Vice Chairs, department faculty and staff leadership on new initiatives and short- and long-term planning for the department.
- Provide assistance on complex contract negotiations with sponsors and industry.
- Identify space requirements and coordinate space allocation and utilization, including physical plant modifications, furniture orders, computer orders, telephone installations, and area security as required.

Interim ASSOCIATE DIRECTOR, FINANCE (2022 – 2023) **& HUMAN RESOURCES** (2022)

University of Washington, Department of Family Medicine, Seattle, WA

- Led the department's Finance team during Associate Director of Finance vacancy, supporting Vice Chair of Finance & Administration in financial planning and reporting for the department.
- Served as department Change Agent for UW Financial Transformation, led all department work on UW FT and communicated upcoming changes throughout the department.
- Led the department's HR team for several months during leave of absence of Director of HR.

PROJECT DIRECTOR, Master Plan for Nursing Education (2008 – 2012)

Washington Center for Nursing, Seattle, WA

- Responsible for implementation of the Master Plan for Nursing Education in Washington State under a grant from the Washington State Department of Health.
- Coordinated volunteer work groups with stakeholders from nursing education, nursing practice, professional organizations, organized labor, and others in the implementation planning process.
- Researched and prepared background information on trends and issues in nursing education and practice for work group meetings.
- Developed survey tools and publications on Master Plan implementation.
- Presented progress reports and recommendations for action to WCN Board of Directors.
- Managed redesign of WCN website and integration of new donor relations software.

PROGRAM DIRECTOR, Nuclear Cities Initiative Projects (1999 – 2006)

Foundation for Russian American Economic Cooperation, Seattle, WA

Responsible for programmatic, operational, contractual, and financial aspects of International Development Centers (IDCs) and other projects in two Russian cities under the U.S. Department of Energy's Nuclear Cities Initiative program.

- Managed a budget of up to \$1 million/year for activities in Russia and the U.S.
- Oversaw all aspects of contract management and administration, including contracts with U.S. DOE, U.S. National Laboratories and Russian subcontractors.
- Led establishment of two IDCs, a loan fund, and a business incubator, including legal procedures, development of services, selection of staff and office remodel.
- Directed the work of project directors and staff, including strategic planning, budgeting, and consultations on projects, publications, contracting and training.
- Coordinated the work and meetings of the Boards of Trustees of Russian partner organizations, including editing of materials for the Boards in English and Russian.

DIRECTOR, Internews Azerbaijan (1997 – 1998)

Internews Network, Arcata, CA – Baku, Azerbaijan Office

Managed all administrative and programmatic activities of this USAID-supported project to promote the development of independent broadcast media in Azerbaijan.

DEPUTY PROJECT MANAGER (1995 – 1997)

European Human Rights Foundation, Brussels, Belgium

Responsible for oversight and monitoring of projects in Central and Eastern Europe and the former Soviet Union under the European Union's Phare and Tacis Democracy Programme.

Education & Awards

Diversity, Equity and Inclusion in the Workplace Certificate, University of Southern Florida (2021)

Foundations of Data Analysis, UW Continuum College (2021)

Department of Family Medicine Staff Excellence Award (2021)

UW POD Leadership Program (2013 – 2014)

Master of Business Administration, Seattle University, Seattle, WA (2003)

B.A. Translation Studies, German/English/Russian, Humboldt University of Berlin, Germany (1995)

Languages: German (native), English (fluent), Russian (fluent), French (basic), Spanish (beginner)

Leadership Roles & Community Involvement

UW School of Medicine Research Administrator Peer Network, Co-Chair (2020 – 2022)

Ronald McDonald House Charities, Front Desk Representative (2022 – present)

University District Food Bank, Shopper (2022)

German Language School Seattle, Registrar/Treasurer (2012 – 2017)