

ANDREA BEATTY

ACCOMPLISHMENTS Prepared 69 full proposals in Fiscal Year (FY) 2023 totaling \$181M in requested funding utilizing the grants.gov and PAMS systems.

Provided input to the FY 2022 Performance Evaluation and Management Plan (PEMP) Report's Notable Outcome, which is described by the Department of Energy (DOE) as "the most important initiatives and highest risk issues the laboratory must address during the fiscal year."

Worked with DOE Office of Science (SC) on the first triennial review utilizing the Zoom platform for 13 core projects, consisting of 28 external reviewers and 15 Basic Energy Sciences (BES) observers.

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- SKILLS & ABILITIES**
- Strong organizational, time management, and communication skills.
 - Team player who achieves work objectives independently, accurately, and successfully.
 - Highly organized and detail-oriented.
 - Vast experience in preparing various types of documents, reports, and presentations.
 - Tenacious work ethic with a record of completing deadline-driven projects.

**PROFESSIONAL
EXPERIENCE**

**OAK RIDGE NATIONAL LABORATORY (ORNL)
OAK RIDGE, TENNESSEE**

**INTERIM PROGRAMS AND PLANNING SPECIALIST
PHYSICAL SCIENCES DIRECTORATE (PSD)**

December 2022 – July 2023

- Managed and directed the proposal process from the initial proposal announcement through the final submission into the Office of Science's Portfolio Analysis and Management System (PAMS) and grants.gov for the BES, Nuclear Physics (NP), and High Energy Physics (HEP) programs.
- Produced compliant, single, and multiple principal investigators, as well as multi-institutional, peer-reviewed scientific proposals.
- Collaborated with PSD's associate laboratory director, division directors, program managers, and researchers across ORNL to provide mission support services in the areas of proposal preparation and submission, planning, and internal management for BES, NP, and HEP programs.
- Collaborated with and guided administrative staff to ensure compliant proposals are submitted on time.

- Worked with the DOE BES Program Manager to ensure the timely completion of the BES roundtable report titled “Foundational Science to Accelerate Nuclear Energy Innovation.”

**PROGRAM ADMINISTRATIVE ASSISTANT
BASIC ENERGY SCIENCES – MATERIALS SCIENCES AND
ENGINEERING DIVISION**

August 2019 – Current

- Manages tracking of metrics and key performance indicators (KPI) (i.e., awards, professional society activities, patents, journal covers, etc.) to ensure accomplishments are being reported in the PEMP Report, including PEMP Notable Outcomes.
- Provides input from the Program’s metrics and KPI in the preparation and input of the annual Lab Plan and Lab Agenda, Annual Report, PSD Business Plan, and quarterly input of S&T reporting.
- Coordinates the preparation of Field Work Proposals for the annual direct budget cycles, new projects, and revised budget changes.
- Coordinates the preparation of highlights by interacting with MSE Program Manager, project managers, and various research staff.
- Assists with the preparation of internal and external assessments and programmatic/sponsor reports, including DOE BES MSE Annual Reports and Triennial Reviews.
- Manages the Program Manager’s email, replying with discretion, on behalf of the Program Manager and following up on tasks with the scope of responsibility (i.e., correspondence, reports, signature items, etc.).
- Assists in planning and organizing workshops and virtual meetings leveraging Microsoft Teams.
- Proofreads foreign travel requests funded by BES for accuracy and completeness and requests revisions, as necessary.
- Coordinates Program Manager’s travel for domestic and international trips.
- Promotes ORNL’s core values of Impact, Integrity, Teamwork, Save, and Service and diversity, equity, inclusion, and accessibility by fostering a respectful workplace.

**GROUP ADMINISTRATIVE ASSISTANT
REACTOR AND NUCLEAR SYSTEMS DIVISION**

August 2014 – August 2019

- Provided administrative support to the Used Fuel Systems and Nuclear Experiments, and Irradiation Testing (NEIT) Groups, ORNL’s U.S. Nuclear Regulatory Commission Program Manager, and the GAIN Deputy Director.
- Supported the Office of Nuclear Energy’s (NE) Fuel Cycle Deputy Director by providing program reporting, sponsor-controlled report preparation, scheduling meetings with DOE Program Managers, and monthly milestone reports. Entered all conferences and meetings in the PICS:NE system.

- Assisted the division's University Recruiting Coordinator with the Summer Seminar Series for the Nuclear Engineering Science Laboratory Synthesis Program. This entailed providing all aspects of the speaker's travel arrangements, promotion of the seminar, and visitor badge requests.
 - Served as the division's Records Management Officer and Document Management Coordinator.
 - Aided manager with employment interviews and onboarding-related tasks.
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CENTRAL CITY HEATING AND COOLING **KINGSTON, TN**

OFFICE MANAGER

October 2008 – August 2014

- Oversaw the day-to-day office administrative functions for a market-leading Heating, Ventilation, and Cooling (HVAC) company.
 - Supervised the Front Office Receptionist.
 - Assisted the Dispatch Manager with providing the service technicians information in the field.
 - Tracked and documented invoices and payments within QuickBooks and prepared daily Accounts Receivable deposits. Provided past due notifications to customers.
 - Registered all HVAC equipment and processed extended warranty claims, ordering extended warranties with manufacturers purchased by the customer.
 - Collaborated with the sales team to develop accurate equipment proposals to provide to the client.
 - Coordinated pre-employment drug screens and comprehensive background screenings.
 - Maintained office supplies with details to cost efficiency.
 - Prepared written correspondence to vendors and clients.
 - Maintained excellent internal and external customer service.
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COVENANT MEDICAL MANAGEMENT **KINGSTON, TN**

PRACTICE MANAGER

March 2003 – October 2008

- Managed a diverse eight-person team within a high-volume family medical practice.
 - Conducted employee annual reviews and assessments.
 - Led staff hiring and training, and ensured technical staff maintained current professional licensure.
 - Served as the primary Occupational Safety and Health Administration (OSHA) and malpractice trainer for clinical and clerical staff.
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- Instrumental in the seamless transition of the practice’s business model, from being a sole proprietorship to a rural health clinic.
- Processed an average of \$800K in annual invoices, including private and medical insurance payments.
- Managed capital expenditures, staff business travel, and all aspects of the accounts receivable and payable accounts.
- Led monthly staff meetings to discuss best practices, address patient and staff concerns, and develop short- and long-term goals.

SOFTWARE PROFICIENCIES	Microsoft Office Suite (Teams, Word, PowerPoint, Excel), ORNL Business Systems: TravX, Foreign Travel Management System, ORNL Buy, SAP, Employee Self Service, ORNL Time, PALS, RESolution, SBMS, ePlan, Power BI Financial Dashboard, Drupal (ORNL’s webpage Content Management Software), eProp
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PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS	Certified Administrative Professional (CAP), 2021 Professional Administrative Certification of Excellence (PACE), 2020 American Society of Administrative Professionals (ASAP), Member International Association of Administrative Professionals (IAAP), Member
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EDUCATION	Roane State Community College —Harriman, TN A.S., Health Information Technology, 1990
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