

RICHARD SARVER

703.655.1193 – rsarver@uab.edu – PO Box 55006, Birmingham, AL 35255

Experience

Program Manager II, Section on Statistical Genetics, Biostatistics: <http://www.ssg.uab.edu/>

2008 to present [University of Alabama at Birmingham](http://www.uab.edu) Birmingham, AL

- ♦ Responsible for administratively managing the SSG, the Section's support staff, and the activities of Section Head, Dr. David B. Allison. Responsibilities include grant preparation and management, networking/public relations on- and off-campus, and enacting the visiting scholars' program & recruitment activities. Particular emphasis is placed on planning, organizing, and overseeing educational outreach activities and offerings, as well as in-house pre- and post-doctoral T32 trainee programs.

Administrative Associate, Section on Statistical Genetics, Biostatistics Dept

2002 to 2008 [University of Alabama at Birmingham](http://www.uab.edu) Birmingham, AL

- ♦ Event Management – organized, ran and evaluated (as directed by section Head) the Section on Statistical Genetics education, training, & research promotion activities (lecture series, 15+ Short Courses, Diversity Promotion Panel activities & recruitment, '02-'07 Microarray Data Analysis retreats & NSF Plant Genomics grant activities)
- ♦ Grant management – shepherded submission of 60+ grant applications to federal agencies (NIH, NSF, DOE, etc.) & interested for-profit firms; manage ~\$2.5 million annual budget in grant and related funding
- ♦ Publication management – shepherded submission of three books & chapters, one journal special issue with 60+ submitted manuscripts, and meeting abstracts & numerous peer-reviewed articles
- ♦ Human Resources Management – oversee hiring of faculty, postdoctoral fellow, international visiting scholars and staff positions
- ♦ Contract management – developed and maintained vendor relations and contract negotiations (NIDDK, NSF, airline, hotel, shipping, associations, etc.)
- ♦ Office Management – direct supervision of three staff and oversaw organization of all Section activities, with close attention to the Section Head's obligations

Marketing Events Manager <http://www.teleglobe.com/>

1997 to 2001 [Teleglobe International, Inc.](http://www.teleglobe.com/) Reston, VA

- ♦ Implemented exhibit participation for firm with offices in over 45 countries resulting in over a 500 percent increase in five years. Handled all research and logistics.
- ♦ Coordinated strategic planning of firm's global participation in industry events (Carrier, B2B, Internet, E-commerce, Broadcast), seminars and press conferences, including sponsorship evaluation and speaker placement. Represented firm at same with 50 percent travel time.
- ♦ Managed \$2.5 million annual marketing communications budget.
- ♦ Organized, ran and evaluated global corporate events (Board of Directors, employee and product training meetings).
- ♦ Participated in firm's communications project management: initial strategy, creative development, implementation and effectiveness measurement (newsletter, brochures, sales training, proposals, intranet and website).
- ♦ Managed the development and maintenance of vendor relations and contract negotiations (airline, hotel, shipping, associations, etc.).

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Executive Assistant, VP of Marketing <http://www.teleglobe.com/>

1996 to 1997 [Teleglobe International, Inc.](http://www.teleglobe.com/) McLean, VA

- ♦ Performed all duties of a confidential assistant to the chief marketing executive for an international telecommunications carrier.
- ♦ Organized global events, training, database management and invoice routing.

Professional Memberships

2003 – present **IAAP** – International Association of Administrative Professionals, <http://www.iaap-hq.org/>

2003 – present **TSEA** – Trade Show Exhibitors Association, <http://www.tsea.org/>

2004 – present **MPI** – Meeting Professionals International, <http://www.mpiweb.org/>

Education

1989 High school summer exchange student: *Gymnasium Nonnenwerth*
Remagen, Germany (<http://www.nonnenwerth.de/>)

1994 Undergraduate summer exchange student: *King's College London*
London, England (<http://www.kcl.ac.uk/>)

1995 BA in English, Minor in Theatre *Roanoke College* *Salem, VA*
Full-ride Bittle Scholar, Honors Program, Alpha Phi Omega (<http://www.roanoke.edu/>)

2003 – 2007 MBA studies *University of Alabama at Birmingham (UAB)* (<http://www.uab.edu/>)

Continuing Education

MPI (Meeting Professionals International): Jan '05 San Diego CA; Jul '05 Miami FL; Jan '06 Charlotte; Jul '06 Dallas TX; Jan '07 New Orleans LA; Feb '08 Houston TX; Aug '08 Las Vegas NV (planned)

TSEA (Tradeshaw Exhibitors Association): Jul '04 Chicago IL; Jul '05 Washington DC; Jul '07 Washington DC; Jul '08 Philadelphia PA (planned)

UAB: '06 Manager Training Certificate

COMPUTER/IT SKILLS

Windows 95/98/NT/2000/ME/XP, Mac OSX Leopard, MSOffice Suite, Corel Office Suite, MSOutlook & Express, FrontPage, Quark, Visio, Oracle, Adobe Photoshop/Illustrator/Acrobat and conversant with various office & A/V equipment (including digital photography).

Volunteer Work

2003 – present Science Unbound Foundation, Inc. (Administrator): 501(c)3 non-profit

2004 – present Birmingham AIDS Outreach (Volunteer): 501(c)3 non-profit

2005 – present Rites of Spring, Inc. (Volunteer, Board Member): 501(c)3 non-profit

References

Andrew Burroughs, President
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Phyllis Albritton, SVP Investment Officer
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David B. Allison, PhD
Prof & Head, Section on Statistical Genetics
& Dir, Clinical Nutrition Research Center
The University of Alabama at Birmingham
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