

JESSICA A. SCHMIDT

(614) 288-6641 · jessiefallerschmidt@gmail.com

EXPERIENCE

Grants Administrator · *University of Chicago, Dept. of Ecology & Evolution*

Jan 2023 – Present

- Manage pre- and post-award lifecycle for a portfolio of NIH grants (R01, U01, PF5), including proposal preparation, budget drafting, subaward coordination, and annual RPPR/FFR submission.
- Oversee 16 subawards across 4 grants with monthly invoicing, carryover requests, and renewal coordination.
- Serve as project coordinator across 5 time zones, managing investigator meetings, action items, IRB protocol support, and annual in-person meeting logistics.
- Maintain biosketches, other support documents, and lab-wide administrative infrastructure including budget-to-actuals reporting and Workday costing allocations.

Senior Research Business Coordinator · *Research Institute at Nationwide Children's Hospital* May 2018 – Apr 2021

- Served as primary point of contact for 57 pediatric research investigators, coordinating all financial aspects of research submissions with \$45M in internal and external funding.
- Oversaw research accounts and grant expenditures, tracked personnel effort commitments, and reviewed allowability of purchases to maintain fiscal compliance.
- Provided financial analysis to Center Director on a monthly basis and supported programmatic funding projects.
- Assisted with troubleshooting of complex budgeting, financial forecasting, and post-award financial management issues.

Finance Manager · *Battelle Memorial Institute*

Mar 2015 – Mar 2018

- Drove budgeting, forecasting, P&L statement generation, and variance reporting for a business unit with \$250M in annual revenues.
- Led cross-functional redesign of a lean finance support model, managing a team of 12 individuals.
- Assisted with business acquisition and merger for accurate GAAP and financial statement reporting; developed and managed international subsidiary reporting.

EDUCATION

BA, Journalism, *The Ohio State University*

2001

AWARDS & RECOGNITION

- 2015 Business Leadership Program Graduate, Battelle Memorial Institute
- 2017–2018 Finance Program Mentor
- 2017–2018 Leadership Cohort Nominee & Participant