

CHERIE D. WELLS

****Public Trust Clearance****

Accomplished Acquisition professional with years of experience in Federal and Private Grant/ Contracts Administration (pre and post award), Management and Budgeting; Supervisory experience and support to all levels of Leadership in Healthcare, University and Government-based environments. Strong proficiency within Research, negotiations, and technical writing; possess excellent organizational abilities, problem- solving skills and oral and written communication.

Achievements/ Accolades

National Institute of Health/ National Cancer Center, NCI (Client)

- Recipient of 2022 NCI Director's Award
- Excellent/ Outstanding rating in all categories for 2021 Performance Evaluation

Children's National Hospital/Children's Research Institute

- 2019 Employee of the Year (voted by colleagues, leadership and Principal Investigators)
- 3 out of 5 federal grants awarded within first six months of employment, awarded 2019
- Identified award set up inaccuracies, worked with internal processes team and revamped system to create efficient communication and understanding across teams
- Performed reconciliation of multiple award periods (one PI), resulting in the recovery of ~\$500,000.00 awarded monies

Augusta University, Georgia Cancer Center

- Developed Streamlined processes for the submission of Grants
- Served as Lead Program Manager over Cancer Center Radiation Therapy Department Re-Accreditation process (July - August 2015)

Education

Ms. Wells has an extensive Professional Development background that includes Research Administration, Grants and Contracts Compliance, Budget/ Finance, etc. Cherie holds a B.S. from Southern Illinois University, a Certificate of Completion in Grant Writing and a Graduate Certificate from Keller Graduate Management School in Small Business Mgmt.

Professional Overview

Current Position

Contracts Analyst (Contractor), 2020 - Present

Preferred Government Solutions (Client: National institute of Health/ National Cancer Institute) – 100% Remote Employment

Provide responsible labor experience to the NCI Small Business Innovation Research (SBIR) Program, conducting Proposal Analyses, Award Negotiation and Supervision, preparation and distribution of Debrief notifications, assisting with responses to Small Business Solicitation Inquiries, POC for 3 Annual solicitations (assisting with creation and amendments), completion of data reports for high level stakeholders (SBA, SEED office, etc.) as well as serving as liaison amongst NCI Acquisition office, Scientific Review Office and Program / Technical personnel.

Prior Positions

Senior Grants and Contracts Specialist, 2018 – 2020

Children's National Hospital – 100% Remote Employment

Wide range of grant and contract management responsibilities for projects at all stages of the funding life cycle, from inception to close-out. Ensure compliance with applicable regulations and corporate policy. Knowledge of federal government contract regulations including Code of Federal Regulations (CFR) and sections of the Federal Acquisition Regulations (FAR). Volume of Grant Submissions: over 150 submissions per year per assigned Center; Awarded: \$ ~\$100k to \$15 million per year; Managed: ~ \$ 5 to \$35 million portfolio/ annually.

Augusta University's Georgia Cancer Center - Augusta, GA (2013 - 2018)

Grant Development Specialist (Pre and Post Award), 2015 - 2018

Coordinate the pre-award planning, organization and preparation of multiple private and public grants and contracts assigned to research and clinical departments within the University's Cancer Center; aid in the post-award administration of successfully funded grants.

Georgia Cancer Center Director's Executive Administrator, 2013 - 2015

Managed a multi-faceted Directors office and administrative team, acting as first line of defense for the Cancer Research center and worked closely with the research and clinical teams, as well as business development and project management teams.

Senior Executive Assistant, 2010 – 2013

PARSONS (National Government Services) – Washington, DC

Maintained the operation of Government and Infrastructure division to include working closely with Senior Management and Business Development team to identify and maximize international and domestic Government and Technology opportunities, improve service and streamline program business processes as well as establishing and maintaining VPs calendar commitments, coordinated complex travel arrangements and reconciliation of expense reports.

Office Supervisor, 2006 – 2010

Seymour Construction Services/ WA Chester – Washington, DC

Worked with Vice President and Project Managers to expedite technical work to linemen and electrical team. Managed an administrative team to achieve goals for the Streetlight Asset Management (SLAM) Contract set by DC's Department of Transportation.