



**National Institutes of Health**  
*Office of Management*

Office of Human Resources



# 2019 NIEHS Biomedical Career Symposium: Applying for Government Jobs

Office of Human Resources

April 26, 2019



# Agenda

- Federalizing Your Resume
- Apply to Positions on USAJOBS
- Qualifying for the Job You Want

# Federalizing Your Resume

---

Federal Resumes  
Require More Detail  
Than Standard  
Resumes



Corbis

🔍 Keywords

Job title, dept., agency, series, or occupation

📍 Location

City, state, zip, or country

Search



# SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

Create Profile

Create a USAJOBS Profile

Federal Application Process

Explore Opportunities

## Create a USAJOBS Profile



### Save your favorite jobs and searches

Receive email updates from jobs you're interested in.



### Upload your resumes and documents

Save and manage resumes and documents for your application.



### Make your resume searchable

Your resume will be visible to recruiters searching our database.



### Apply for jobs in the Federal Government

You can only apply online with a complete USAJOBS profile.



# Building Your Online Resume

## Personal Information

- Name
- Address
- Phone Number
- Email Address
- High Career Level Achieved

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. Demographic 5. Account Information

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

\* First Name: Michelle  
Middle Name: Zywicki  
\* Last Name: Lipinski  
\* Home Address: 720 Somewhere Street  
Home Address 2:  
\* Country: United States  
\* Postal Code: 21409  
 Use this postal code as the default radius for my job searches  
\* City/Town: Any Town  
\* State/Territory/Province: Maryland  
\* Telephone 1: Day Phone 410-757-0000  
Telephone 2: Evening Phone 443-223-0000  
Telephone 3: - SELECT -

**Getting Started: Universal Format for the Entire Federal Government**

# Building Your Online Resume

## Hiring Eligibility

- Citizenship-Only US or Naturalized citizens
- Selective Service Status-Males are required by law to register
- Veterans' Status
- Federal Status
- Special Hiring Options

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

• 1. Are you a U.S. Citizen?  Yes  No

• 2. Select the statement that best applies for your [Selective Service registration status](#).

I am a female, and therefore I am exempt from registering with the Selective Service.

I am a male born on or after January 1, 1960 and I have registered for the Selective Service.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.

I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

• 3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "[derived](#)" preference?  Yes  No

• 4. Please select the statement below which best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee with reinstatement eligibility.

I am a former Federal employee but do not have reinstatement eligibility.

• By which Federal agency and organization are you currently employed?

Select Department:

Select Agency:

## Competitive vs. Non-competitive Eligibility

# Building Your Online Resume

## Preferences

- Travel
- Type of Work
- Type of Schedule
- Work Location(s)

## Demographics

## Account Information

**Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

1. Are you a U.S. Citizen?  Yes  No
2. Select the statement that best applies for your [Selective Service registration status](#).
  - I am a female, and therefore I am exempt from registering with the Selective Service.
  - I am a male born on or after January 1, 1960 and I have registered for the Selective Service.
  - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.
  - I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.
  - I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.
3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "[derived](#)" preference?  Yes  No
4. Please select the statement below which best reflects your Federal employment status (if applicable).
  - I am not and have never been a Federal employee.
  - I am currently a Federal employee.
  - I am a former Federal employee with reinstatement eligibility.
  - I am a former Federal employee but do not have reinstatement eligibility.

• By which Federal agency and organization are you currently employed?

Select Department:

Select Agency:

**Increase the Relevance of Your Search**

# Building Your Online Resume

## Work Experience

- Employer Information
- Start/End Date-  
DD/MM/YYYY format
- Average Hours-per week
- Duties, Accomplishments and Related Skills

To edit your work experience, click the employer name below, make your edits, and then click the "Save Experience" button.

Employer Name	Location	Job Title	Start	End
<a href="#">National Institutes of Health</a>	Bethesda, Maryland	Supervisory Human Resources Specialist	10/2005	Present
<a href="#">Crofton Convalescent &amp; Rehabilitation Center</a>	Crofton, Maryland	Human Resources Director	3/2001	8/2005
<a href="#">Charming Shoppes of Delaware, Inc.</a>	Annapolis, Maryland	Location Manager	5/1990	3/2001

• Employer Name

Employer Address 1

Employer Address 2

• Country

Postal Code

• City/Town

• State/Territory/Province

• Formal Job Title

• Start Date

• End Date

Salary

• Average Hours per week

May we contact your supervisor?  Yes  No  Contact me first

Is this a Federal position?  Yes  No

• Duties, Accomplishments and Related Skills  
[Expand this area](#)

**Experience: What Set's You Apart From Every Other Candidate**

# Building Your Online Resume

## Education

- School or Program
- Location
- Degree/Level Attained
- Dates-Degree conferred
- Major/Minor/GPA
- Relevant Coursework, Licensures, Certifications

To edit your education, click the school name below, make your edits, and then click the "Save Education" button.

School	Location	Degree Level	Completion Date
<a href="#">Towson University</a>	Towson, Maryland	Master's Degree	January, 2001
<a href="#">Towson University</a>	Towson, Maryland	Bachelor's Degree	May/1998
<a href="#">Arundel High School</a>	Gambrills, Maryland	High School or equivalent	June/1992

• School or Program Name

• Country

• State/Territory/Province

• City/Town

• Degree/Level Attained

[Degree/Level Clarifications](#)

Completion date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits  Semester Hours  
 Quarter Hours  
 Continuing Education Units

Honors

Relevant Coursework, Licensures and Certifications

[Problems with formatting when pasting from Microsoft Word?](#)  
(2000 characters remaining)



### **READ THIS - important notice before listing your Education!**

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the [Office of Personnel Management's Operating Manual](#).

[Learn more!](#)



# Building Your Online Resume

## Other

- Job Related Training
- Language Skills
- Organizations/Affiliations
- Professional Publications
- Additional Information

## References

**Job Related Training**

List the titles and completion dates of training courses that are relevant to the position you are seeking.

Certification:  
OPM Delegated Examining  
Appointed Maryland Notary Public

Government Training:  
IPMA-HR MC Spring Conference; 2011

(3165 characters remaining)

Spell Check

**Language Skills**

Language: - SELECT -

Spoken:  None  Novice  Intermediate  Advanced

Written:  None  Novice  Intermediate  Advanced

Read:  None  Novice  Intermediate  Advanced

Add Language

**Organizations/Affiliations**

Organization Name	Affiliation/Role
Society for Human Resources Management	Member
International Public Management Association	Member

Organization Name:

Affiliation / Role:

Add Affiliation

You may have up to 4 affiliations.

**Professional Publications**

Enter any professional publications in the space provided

# Online Resources

Jobs @ NIH – official web page

<http://www.jobs.nih.gov/>

The screenshot shows the NIH Jobs website interface. At the top, there is a dark blue header with the NIH logo and 'National Institutes of Health' on the left, and 'OPERATING STATUS: Open' on the right. Below the header is a white navigation bar with icons for Home, About, Benefits & Pay, Working at NIH, NIH Training Center, HR Systems, Workforce, and Jobs at NIH (which is highlighted). The main content area is titled 'Jobs at NIH' and features a 'Q JOB SEARCH' section with dropdown menus for Job Title, Job Category, Job Location, and Institute or Center, and a 'Search' button. To the left of the search section is a sidebar with categories like Administrative Careers, Executive Careers, Information for Applicants When Applying, Job Search, Pathways for Students and Recent Graduates, and Scientific Careers. To the right is a 'Tweets by @NIHFORJOBS' section with three tweets from NIH Human Resources. At the bottom of the search section is a large image of a microscope over a colorful biological specimen, with text below it: 'Director, Office of Biodefense, Research Resources, and Translational Research' and 'NIAID seeks an exceptional and visionary leader. Open 5/6-15/19. Find out more now!'.

# USAJOBS Announcements

https://www.usajobs.gov/GetJob/PrintPreview/523964400

## Biologist

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
National Institutes of Health

### Overview

#### Open & closing dates

02/10/2019 to 02/14/2019

#### Pay scale & grade

GS 13

#### Appointment type

Permanent

#### Service

Competitive

#### Salary

\$96,970 to \$126,062 per year

#### Work schedule

Full-Time

### This job is open to



#### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

### Clarification from the agency

You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.

### Locations

Frederick County, MD  
Many vacancies

Montgomery County, MD  
Many vacancies

#### Relocation expenses reimbursed

No

#### Telework eligible

Yes as determined by agency policy

#### Announcement number

NIH-SR-DH-19-10412101

#### Control number

523964400

### Duties

#### Summary

The NIH has several vacancies within the following Institutes:

- [National Institute of Allergy and Infectious Diseases \(NIAID\)](https://www.niaid.nih.gov/)  
(https://www.niaid.nih.gov/)
- [National Heart, Lung and Blood Institute \(NHLBI\)](https://www.nhlbi.nih.gov/)  
(https://www.nhlbi.nih.gov/)
- [National Human Genome Research Institute \(NHGRI\)](https://www.genome.gov/)  
(https://www.genome.gov/)
- [National Cancer Institute \(NCI\)](https://www.cancer.gov/)  
(https://www.cancer.gov/)
- [National Institute of Mental Health \(NIMH\)](https://www.nimh.nih.gov/index.shtml)  
(https://www.nimh.nih.gov/index.shtml)

#### Responsibilities

- Management of day-to-day operation of laboratory and provide oversight to a full range of research experiments;
- Independently develop, validate, perform, and interpret a variety of scientific experimental techniques and procedures;
- Calibrate and operate a variety of laboratory instruments used to perform unusually complex procedures and techniques;
- Analyze and interpret scientific data and prepare summaries of laboratory findings for publication in reports and papers;
- Provide oversight, guidance, and training to others in the use of sophisticated laboratory equipment and in the performance of specialized procedures/techniques;
- Independently carry out collaborations initially established by the principal investigator with NIH scientists; and
- Serve on peer review and advisory committees within the Division or Institute.



National Institutes of Health  
Office of Management

Office of Human Resources

# USAJOBS Announcements cont.

USAJOBS

[Sign In](#)

[Help](#)

[Search](#)

## Biologist

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
[National Institutes of Health](#)

**Overview**

[Locations](#)

[Duties](#)

[Requirements](#)

[Required Documents](#)

[Benefits](#)

[How to apply](#)

### Overview [Help](#)

#### Open & closing dates

🕒 02/10/2019 to 02/14/2019

#### Pay scale & grade

GS 13

#### Appointment type

Permanent

#### Service

Competitive

#### Salary

\$96,970 to \$126,062 per year

#### Work schedule

Full-Time

### This job is open to [Help](#)



#### [The public](#)

U.S. citizens, nationals or those who owe allegiance to the U.S.

### Clarification from the agency

You must be a U.S. Citizen or U.S. National. Foreign nationals or legal permanent residents are not eligible for consideration.

This job announcement has closed

Print

# General Schedule Grades and Steps

**SALARY TABLE 2019-RA  
INCORPORATING THE 1.4% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 19.99%  
FOR THE LOCALITY PAY AREA OF RALEIGH-DURHAM-CHAPEL HILL, NC  
TOTAL INCREASE: 1.80%  
EFFECTIVE JANUARY 2019**

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 22,856	\$ 23,621	\$ 24,382	\$ 25,137	\$ 25,897	\$ 26,341	\$ 27,093	\$ 27,851	\$ 27,881	\$ 28,590
2	25,698	26,310	27,161	27,881	28,194	29,023	29,852	30,681	31,511	32,340
3	28,039	28,974	29,909	30,843	31,778	32,713	33,648	34,582	35,517	36,452
4	31,477	32,526	33,574	34,623	35,672	36,721	37,769	38,818	39,867	40,915
5	35,217	36,391	37,564	38,738	39,911	41,085	42,258	43,432	44,605	45,779
6	39,256	40,565	41,874	43,183	44,492	45,801	47,110	48,420	49,729	51,038
7	43,624	45,078	46,532	47,986	49,441	50,895	52,349	53,804	55,258	56,712
8	48,312	49,922	51,532	53,142	54,753	56,363	57,973	59,583	61,194	62,804
9	53,361	55,139	56,917	58,696	60,474	62,252	64,030	65,809	67,587	69,365
10	58,763	60,721	62,679	64,637	66,596	68,554	70,512	72,470	74,429	76,387
11	64,561	66,713	68,866	71,018	73,171	75,324	77,476	79,629	81,782	83,934
12	77,382	79,961	82,541	85,121	87,701	90,280	92,860	95,440	98,020	100,600
13	92,017	95,084	98,151	101,218	104,285	107,351	110,418	113,485	116,552	119,619
14	108,736	112,361	115,986	119,611	123,236	126,861	130,486	134,110	137,735	141,360
15	127,903	132,167	136,430	140,693	144,956	149,220	153,483	157,746	162,009	166,273

Applicable locations are shown on the 2019 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/locality-pay-area-definitions/>

# USAJOBS Announcements cont.

Overview

**Locations**

Duties

Requirements

Required Documents

Benefits

How to apply

 Print

## Locations

[? Help](#)

### Frederick County, MD

Many vacancies

#### Relocation expenses reimbursed

No

### Montgomery County, MD

Many vacancies

#### Telework eligible

Yes as determined by agency policy

#### Announcement number

NIH-SR-DH-19-10412101

#### Control number

523964400



# USAJOBS Announcements cont.

Overview

Locations

**Duties**

Requirements

Required Documents

Benefits

How to apply

## Duties

### Summary

The NIH has several vacancies within the following Institutes:

[National Institute of Allergy and Infectious Diseases \(NIAID\)](#)

[National Heart, Lung and Blood Institute \(NHLBI\)](#)

[National Human Genome Research Institute \(NHGRI\)](#)

[National Cancer Institute \(NCI\)](#)

[National Institute of Mental Health \(NIMH\)](#)

[Learn more about this agency](#)

### Responsibilities

- Management of day-to-day operation of laboratory and provide oversight to a full range of research experiments;
- Independently develop, validate, perform, and interpret a variety of scientific experimental techniques and procedures;
- Calibrate and operate a variety of laboratory instruments used to perform unusually complex procedures and techniques;
- Analyze and interpret scientific data and prepare summaries of laboratory findings for publication in reports and papers;
- Provide oversight, guidance, and training to others in the use of sophisticated laboratory equipment and in the performance of specialized procedures/techniques;
- Independently carry out collaborations initially established by the principal investigator with NIH scientists; and
- Serve on peer review and advisory committees within the Division or Institute.

# USAJOBS Announcements cont.

Overview    Locations    **Duties**    Requirements    Required Documents    Benefits    How to apply

- Provide oversight, guidance, and training to others in the use of sophisticated laboratory equipment and in the performance of specialized procedures/techniques;
- Independently carry out collaborations initially established by the principal investigator with NIH scientists; and
- Serve on peer review and advisory committees within the Division or Institute.

## Travel Required

Not required

### Supervisory status

No

### Promotion Potential

13

## Job family (Series)

[0401 General Natural Resources Management And Biological Sciences](#)

# USAJOBS Announcements cont.

Overview

Locations

Duties

**Requirements**

Required Documents

Benefits

How to apply

## Requirements

### Conditions of Employment

- U.S. Citizenship requirement or proof of being a U.S. National must be met by closing date.
- Position is subject to a background investigation.
- Applicants must meet all qualification requirements by the closing date of this announcement.
- Males born after December 31, 1959 must be registered with the Selective Service.
- Position requires Education.

### Qualifications

**In order to qualify for a Biologist, GS-401 position you must meet the following Education Requirements:** Have completed the requirements for a bachelor's (or graduate) degree in a biological science, agriculture, natural resource management, chemistry, or related disciplines appropriate to this position, from an accredited college or university; **OR** have a combination of experience and education which includes courses comparable to a major in a biological science, agriculture, natural resource management, chemistry or related disciplines appropriate to this position, AND have appropriate experience or additional education which demonstrates similarly appropriate skills or abilities needed to perform the duties of this position.

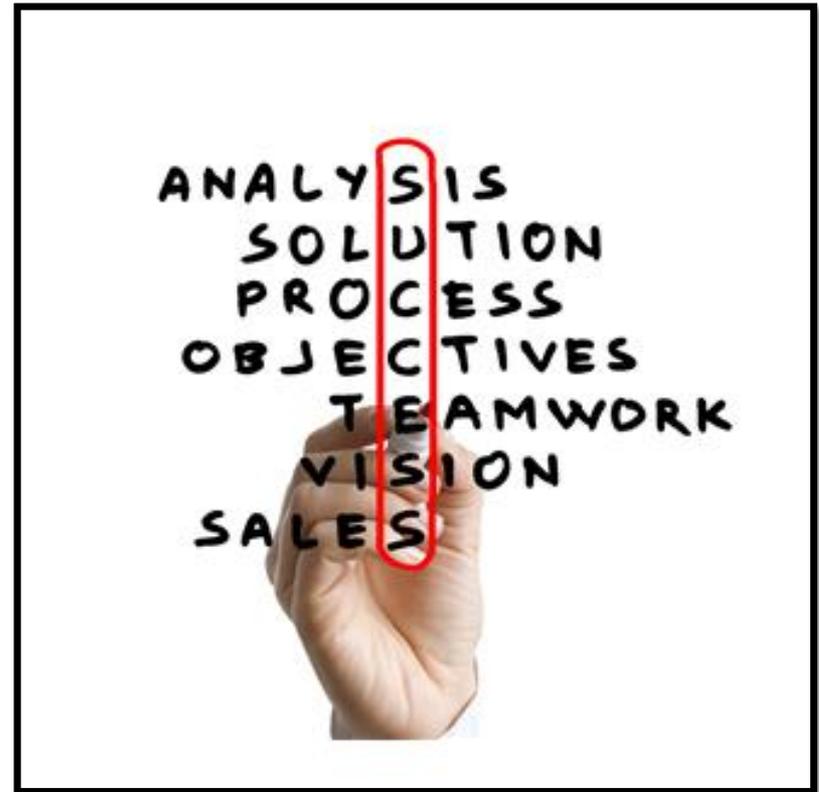
**In addition, in order to qualify at the GS-13 level, you must meet the following:** You must demonstrate one year of specialized experience equivalent to the GS-12 grade level in the Federal service obtained in either the private or public sector, performing the following types of tasks: independently developing, planning, and implementing research; developing new methods for collecting, studying, assembling, or analyzing factual data; conducting comprehensive investigations; developing and preparing scientific reports, analytical interpretations, conclusions, or recommendations, typically for publication; using a variety of laboratory instruments to perform experiments; developing new protocols and procedures to use in conducting studies; assist in managing the day-to-day operation of a research laboratory, including coordinating activities of laboratory research projects and personnel, and ensuring availability of equipment and supplies.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10412101>

# What is Specialized Experience?

---

- Experience related to the position
- One year at the next lower grade level



# Specialized Experience



**In addition, in order to qualify at the GS-13 level, you must meet the following:** You must demonstrate one year of specialized experience equivalent to the GS-12 grade level in the Federal service obtained in either the private or public sector, performing the following types of tasks: independently developing, planning, and implementing research; developing new methods for collecting, studying, assembling, or analyzing factual data; conducting comprehensive investigations; developing and preparing scientific reports, analytical interpretations, conclusions, or recommendations, typically for publication; using a variety of laboratory instruments to perform experiments; developing new protocols and procedures to use in conducting studies; assist in managing the day-to-day operation of a research laboratory, including coordinating activities of laboratory research projects and personnel, and ensuring availability of equipment and supplies.

# USAJOBS Announcements cont.

Overview

Locations

Duties

**Requirements**

Required Documents

Benefits

How to apply

## Education

This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts (or a list of your courses including titles, credit hours completed and grades). Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer. [Click here for information on Foreign Education.](#)

## Additional information

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Depending on the Institute/Center, this position may be designated as a "[non-emergency/non-teleworker](#)" position and the selected candidate will be considered a "[non-emergency/non-teleworker](#)" employee.

Depending on the Institute/Center, this position may be designated as a "[non-emergency/teleworker](#)" position and the selected candidate will be considered a "[non-emergency/teleworker](#)" employee. In the event of a closure, you must be available to telework or request leave.

At the supervisor's discretion, this position may offer flexible work schedules.

A one-year probationary period may be required upon selection/placement.

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps should also apply online to this announcement in order to receive consideration.

We may make additional selections for similar positions across the entire Department of Health and Human Services (HHS) within the local commuting area(s) identified in this vacancy announcement. By applying, you agree to have your application shared with any interested selecting official(s) at HHS. There is no option to opt-out as your information will not be shared with other hiring agencies outside of HHS.

The National Institutes of Health participates in the USCIS Electronic Employment Eligibility Verification Program ([E-Verify](#)). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

The NIH maintains a tobacco free work environment and campus.

# USAJOBS Announcements cont.

Overview

Locations

Duties

**Requirements**

Required Documents

Benefits

How to apply

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

The position(s) advertised in this announcement are covered by a direct hire authority. Traditional rating and ranking of applicants, including category rating, does not apply to this vacancy. You will be initially evaluated against the basic qualifications only. Qualified applicants will be referred for consideration in accordance with the [Office of Personnel Management direct hire guidelines](#). Veterans' Preference does not apply to positions covered by a direct hire authority.

To determine your qualifications and referral status, a review of your resume and supporting documentation may be made and compared against your responses to the vacancy questionnaire. Because your rating is based on both your responses to the questionnaire and documentation you submit, please make sure that your self-ratings are supported by the information you provide in your application. Your qualifications and self-ratings may be verified at any time during the application and selection process through quality review, interview questions, work samples, demonstrations, reference checks, and any other means. Inflated or unsupported qualifications may affect your rating. Any misrepresentation or material omission of facts on the assessment questionnaire or in any other materials you submit in support of your candidacy (including but not limited to the application), or in any oral statements you may make during the selection process shall be sufficient cause to end further consideration of your candidacy. Persons listed as having knowledge of your past accomplishments or experience in your application may be contacted for verification purposes at any time. Verification may, but need not, begin prior to receiving an offer.

To be considered well qualified for the purposes of the Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP), you must demonstrate that you substantively exceed the basic qualifications and meet all eligibility, physical, medical, suitability, and all other requirements.

[Close](#)

## Background checks and security clearance

**Security clearance**

[Other](#)

**Drug test required**

No

# USAJOBS Announcements cont.

Overview Locations Duties Requirements **Required Documents** Benefits How to apply

## Required Documents

### **REQUIRED FOR ALL APPLICANTS**

#### **RESUME:**

Your resume must thoroughly describe how your skills and experiences align to the criteria defined in the "Qualifications" section of this announcement and it must support your responses to the assessment questionnaire. We cannot assume you have performed the necessary experience required for this position regardless of your employment history or academic career.

To ensure all of the essential information is in your resume, we encourage you to use the [USAJOBS online Resume Builder](#). **If you choose to use your own resume, you must ensure it contains all of the required information and you organize it so we can associate the following information for each experience/position:**

1. Job title
2. Name of employer
3. Beginning and ending dates of employment (month/day/year format)
4. Hours worked per week. We will assume full-time unless otherwise stated. We will prorate part-time employment in crediting experience.
5. Detailed description of job duties, accomplishments, related skills, and responsibilities to include any supervisory/managerial responsibilities and number of staff supervised (if applicable)
6. Series and grade or equivalent (if a federal position)

If the position has an education requirement or you are qualifying on the basis of education, you need to list your education history including the type of degree and your major of study. If the position requires a certain number of credit hours, you are strongly encouraged to list the relevant courses in your resume.

**Do not include a photograph or video of yourself, or any sensitive information** (age, date of birth, marital status, protected health information, religious affiliation, social security number, etc.) on your resume or cover letter. **We will not access web pages linked on your resume or cover letter to determine your qualifications.**

For resume writing guidance, please visit the following resources: [NIH Jobs website](#), [USAJOBS Resource Center](#), and the [USAJOBS Resume Writing Video Tutorial](#).



# USAJOBS Announcements cont.

Overview

Locations

Duties

Requirements

**Required Documents**

Benefits

How to apply

**Do not include a photograph or video of yourself, or any sensitive information** (age, date of birth, marital status, protected health information, religious affiliation, social security number, etc.) on your resume or cover letter. **We will not access web pages linked on your resume or cover letter to determine your qualifications.**

For resume writing guidance, please visit the following resources: [NIH Jobs website](#), [USAJOBS Resource Center](#), and the [USAJOBS Resume Writing Video Tutorial](#).

## **ASSESSMENT QUESTIONNAIRE:**

You must submit a completed assessment questionnaire.

All of the above information is necessary to determine your qualifications for the position. Please help us make an informed decision regarding your eligibility by providing complete and thorough information on your experience and qualifications. Not providing all of required information may result in a determination that you do not meet minimum requirements for the position (e.g., an ineligible rating) or a lower rating.

## **Required Documentation for Career Transition Claims**

Visit our websites to claim selection priority through the Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP):

CTAP: <https://jobs.nih.gov/announcement-links/CTAP.htm>

ICTAP: <https://jobs.nih.gov/announcement-links/ictap.htm>

If you do not provide the required information, we will assume you are not eligible or you do not wish to be considered for any preference or eligibility.

# USAJOBS Announcements cont.

Overview Locations Duties Requirements Required Documents **Benefits** How to apply

[? Help](#)

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

# USAJOBS Announcements cont.

Overview

Locations

Duties

Requirements

Required Documents

Benefits

How to apply

 Help

## How to Apply

To apply for this position, please read and follow all instructions in this announcement, complete the online application, and submit the documentation specified in the "Required Documents" section. Your complete application package must be submitted by 11:59 PM Eastern Time (ET) on 02/14/2019 to receive consideration.

- 1. To begin, click Apply to access the online application.** You will need to be logged into your USAJOBS account to apply.
- 2. Follow the prompts to select your resume and/or other supporting documents to be included with your application package** (see the "Required Documents" section for any additional forms and/or supplemental materials required). You will have the opportunity to upload additional documents to include in your application before it is submitted. You must submit your documents through the online application. Unfortunately, we cannot accept emailed or mailed documents. **NOTE:** that your uploaded documents may take several hours to clear the virus scan process.
- 3. Read all Eligibility questions and respond accordingly to any Eligibility you wish to claim. NOTE:** You will only be considered for those Eligibility questions (Status Applicant, Reinstatement, Schedule A, etc.) you respond in the affirmative to, including veterans' preference, regardless of what documentation you submit. We use these questions to assist in determining your eligibility for appointment, preference, and consideration. We cannot assume you intended to respond differently to a question based on other information in your application package. We cannot accept responsibility for granting you eligibility for something you did not claim other than what you provided us in the questionnaire.
- 4. Complete the assessment questionnaire.** Applicants are asked all questions regardless of their consideration preferences. **NOTE:** We will only consider you for the grades, series, and specialties that you self-identify as being qualified for. We cannot assume you intended to respond differently to a qualification question based on other information in your application package. Preview assessment questionnaire before you apply: <https://apply.usastaffing.gov/ViewQuestionnaire/10412101>
- 5. Verify all required documentation is included in your application package,** review your responses to the assessment questionnaire for accuracy, and then submit your application.  
In addition to the required documents, we encourage you to submit the following although they are not required at the time of application (these documents may be requested later in the process).

Cover letter

Copy of transcripts (if applicable). Official transcripts will be required if selected.

Copy of current, valid, unrestricted professional license/registration (if applicable).

To check your application status or to update your application, log into your [USAJOBS](#) account. Access the [USAJOBS help page](#) for guidance on navigating the system.

# Resources

---

NIH Jobs Website (Federal Resume Tips) - <http://www.jobs.nih.gov/jobsearch/FederalResume.htm>

Federal Agency Core Competencies - [www.vetfedjobs.org/competencies.doc](http://www.vetfedjobs.org/competencies.doc)

USAJOBS Resource Center - [https://help.usajobs.gov/index.php/Main\\_Page](https://help.usajobs.gov/index.php/Main_Page)

Qualification Standards by Series - <http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp>

Subscribe to an OPM List - [http://apps.opm.gov/Listserv\\_Apps/list-sub.cfm](http://apps.opm.gov/Listserv_Apps/list-sub.cfm)

Ten Steps to a Federal Job (Kathryn Troutman) - <http://www.resume-place.com/>

Emotional Intelligence (Daniel Goleman) - <http://danielgoleman.info/topics/emotional-intelligence/>

# QUESTIONS



# Real-World Application Example

Health Scientist: Office of  
Fellows' Career Development

- + Tammy R.L. Collins, Ph.D.  
Director, Office of Fellows'  
Career Development

# How Are Government Resumes Evaluated?

- First screened by human resources
- MUST pass this first screen for it to be forwarded to hiring manager
- Rated based on how well you can perform the job duties = look at application and answers to the questions
- Put into a category based on your rating = EX: Best Qualified, Well-Qualified, Qualified; you want to be in the 'Best Qualified' category
- Hiring manager receives a 'Certificate of Eligibles' in which candidates are rank-ordered



5. Develop biomedical, behavioral health or health-related research programs or initiatives.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

6. Coordinate multiple biomedical, behavioral health or health-related research initiatives or projects simultaneously.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.



# Key Differences of Government Resumes?

- Demonstrate experience in every skill required
- No page limit

# Additional Tips for Government Applications

- Spoon-feed information to HR
- Make it easy to determine how you are qualified for the position and can do the job
- Ensure you are truly an 'Expert' at the questions they ask; don't be modest
- Questions reflected in application
- Volunteer experience counts!
- Networking!

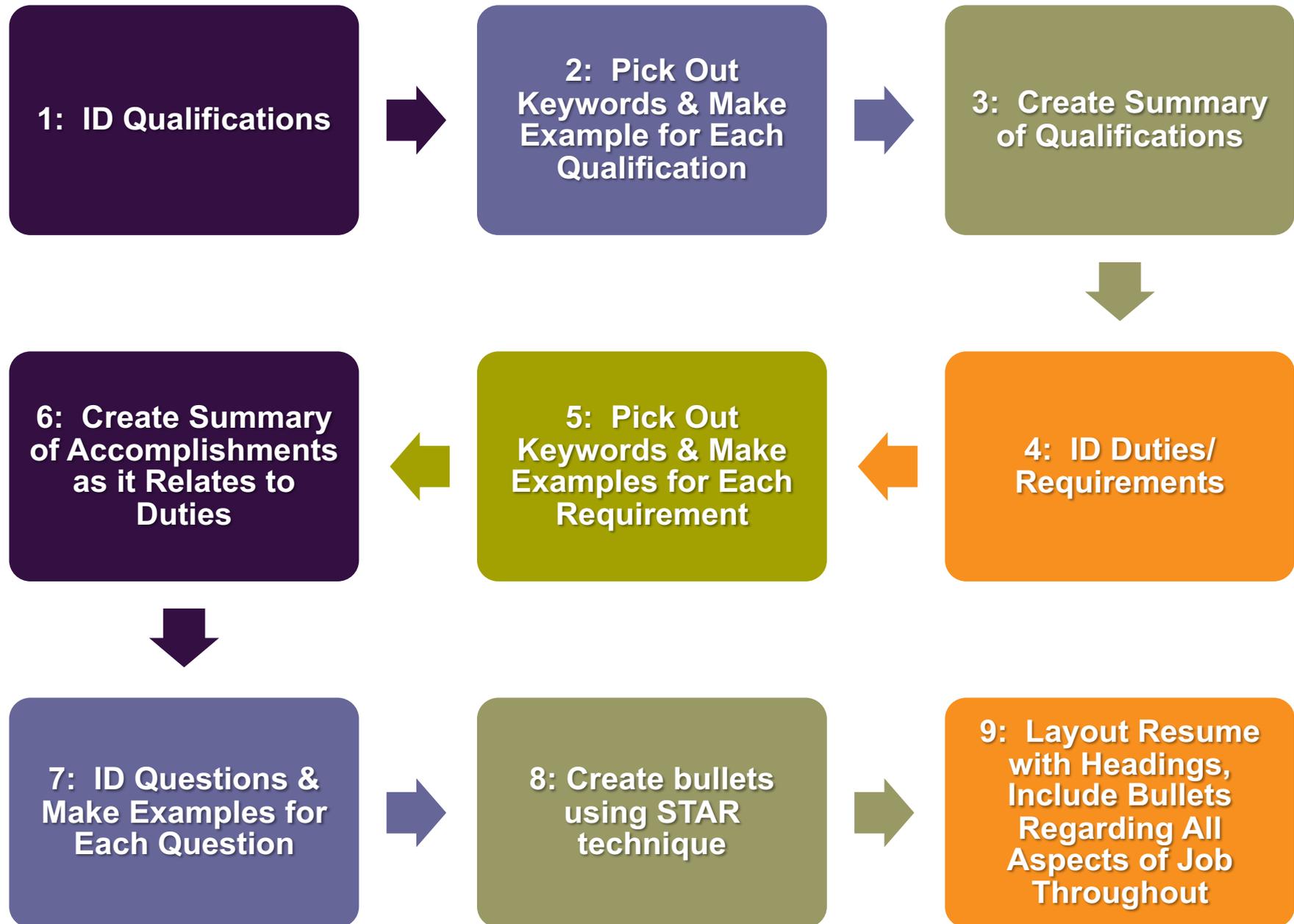


# More Tips

- Upload a nicely formatted PDF RESUME as a separate document and copy/paste info into the USAJOBS resume builder
- Upload additional supporting documents (cover letter, references, etc.)
- Does your application seem exceedingly long?

**You're doing it right!**

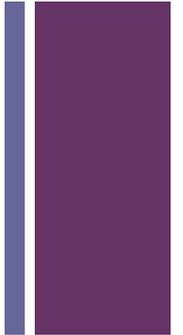
# Step-by-Step Approach:





# Qualifications

- ❑ developing and overseeing scientific research education and mentoring programs;
- ❑ analyzing the effectiveness of career development programs;
- ❑ preparing scientific papers, posters and reports for publication in the peer-reviewed scientific literature and for presentation to senior scientific leadership;
- ❑ organizing scientific workshops or symposia to enhance the scientific skills of trainees;
- ❑ advising trainees regarding career decisions, grants preparation and submission, stipend and benefits information, and conflict resolution.



# Tammy Ruth Lindsey Collins, Ph.D.

Acting Director, Office of Fellows' Career Development (OFCD), Kelly Government Solutions for NIEHS

## SUMMARY OF QUALIFICATIONS

- National award-winning biomedical research scientist (18 years experience), policy expert, and leader in the career and professional development field; Five years experience planning, developing, supervising and teaching 100+ scientific research education and research mentor training programs for 200+ trainees
- Independently developed and led multiple projects simultaneously with a workload typically divided amongst teams of several employees at comparable institutions thus demonstrating superior organizational skills
- Set and implemented a strategic vision and goals for the NIEHS Office of Fellows' Career Development (OFCD); designed, implemented and analyzed the effectiveness of more than 100 career development training programs; designed surveys and conducted research to identify problems; implemented changes to enhance these programs based on data analysis
- Superior oral and written communication skills as demonstrated by preparing and presenting more than 50 scientific papers, posters and reports for publication in high-impact peer-reviewed journals, including invited platform presentations at international scientific meetings
- Expertly prepared and presented oral and written reports for senior NIH & NIEHS scientific leadership including NIH Director Dr. Francis Collins, NIEHS Assembly of Scientists and the Division of Intramural Research Council
- Recognized for superior performance in organizing, developing, coordinating, and/or supervising over 100 scientific workshops and symposia to enhance the scientific skills of NIEHS DIR and DNTP postdoctoral, predoctoral, and postbaccalaureate fellows
- Expertly advised and individually counseled more than 300 NIEHS and external trainees regarding career decisions resulting in nearly 100% job placement; expert in conflict resolution, stipend & benefits information
- Supervised over 80 fellows; expertly guided the NIEHS Trainees' Assembly and recommended strategies to conduct the NIEHS Career Fair / Symposia and Summer Internship Program
- Based on technical knowledge and experience as a grantee, conveyed relevant personal experiences in the biomedical sciences to provide individualized administrative and scientific guidance regarding K99/R00 grants preparation and submission



National Institute of  
Environmental Health Sciences

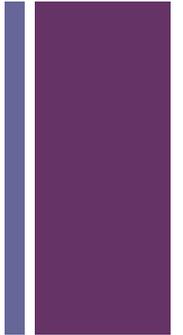
*Office of Fellows' Career Development*

# + Responsibilities/Duties

- Design, implement, and evaluate career enhancement programs;
- Develop guidance and operational procedures to improve the National Institute of Environmental Health Sciences (NIEHS) training experience;
- Provide individualized administrative and scientific guidance to NIEHS trainees and track their progress and career placements;
- Keep abreast of national trends in career development;



## Responsibilities/Duties, cont'd



- ❑ Provide scientific, administrative, and management oversight of the NIEHS Summer Internship Program;
- ❑ Draft and defend an annual budget for the Office of Fellows' Career Development (OFCD);
- ❑ Provide expert technical advice and policy interpretation to NIEHS Leadership.

---

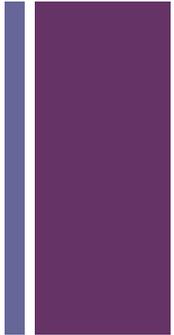
## HIGHLIGHTED ACCOMPLISHMENTS

---

- Five years experience **designing, implementing, and evaluating** over 100 **career enhancement programs** for 200+ NIEHS and external trainees
- **Developed policy guidance and new operational procedures** regarding individual development plans and exit interviews; communicated with NIEHS administrative and technical staff to recommend modifications to policies that resolved administrative operational procedures, thus **improving the NIEHS training experience**
- **Provided over 300 individualized scientific and administrative guidance** consultations to NIEHS and outside trainees through resume reviews, mock interviews, practice job talks, and conflict resolution, resulting in nearly 100% of these NIEHS alumni achieving their desired career goals
- **Kept abreast** of and led the **national** conversation on **trends in career development** by creating the **first** comprehensive **national *in-depth* analysis** of postdoctoral alumni career outcomes
- **Provided expert scientific, administrative, and management oversight of the NIEHS Summer Internship Program**; supervised teams of 10+ to design scientific programming in global environmental health
- **Drafted and defended an annual budget** of ~\$80,000 for the **Office of Fellows' Career Development (OFCD)** with oversight by the NIEHS Training Director; implemented cost-saving measures
- **Tracked progress and career placements** of ~90% of NIEHS alumni trainees (270) spanning the past 5 years
- **Provided expert technical advice and policy interpretation to NIEHS Leadership** to successfully institute the **first** NIEHS postdoctoral industry internship; effectively negotiated and advocated on behalf of postdocs; the program has led to 100% career placement



# Job Question Examples



- ❑ **25. Provide oversight of a scientific program.**
  - ❑ **Provided oversight of the scientific program for ~40 NIEHS summer interns; supervised a team of 8-10 trainees and employees to develop and teach topics in Global Environmental Health and Exposure Biology**
- ❑ **37. Evaluate work performance of subordinate employees.**
  - ❑ **Evaluated the work performance of four subordinate undergraduate research employees; met weekly and provided oral and written recommendations for developing their critical research, thinking, and writing skills**



---

## **ADDITIONAL SUMMER INTERNSHIP LEADERSHIP AND RESEARCH EXPERIENCE**

---

**Acting Director (Program Manager), Office of Fellows' Career Development** (45+ hpw) August 2012-Present  
Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC

- Provided expert oversight of the scientific program for ~40 NIEHS summer interns; supervised a team of 8-10 trainees and employees to develop and teach topics in global environmental health and exposure biology

Collins, Tammy R.L., Ph.D. 10 of 16

- 
- Supervised postdoctoral fellows in the development, implementation, and evaluation of a 4-week summer intern journal club on optogenetics; designed a questionnaire to evaluate learning outcomes and restructured the journal club program to enhance program success
  - Collaborated with the NIEHS Summer Internship Program Coordinator to organize and plan the Summer Internship research training program; monitored compliance with NIH program guidelines
  - Collaborated with the Summer Internship Program Coordinator to develop marketing brochures and recruiting strategies for the Summer Internship program; recruited summer interns at 15+ local and national venues
  - Contributed to summer internship research training program governance by overseeing trainings related to: responsible conduct of research, research mentor training

### **Summer Undergraduate Research Fellow**

Summer 1999 & 2000

National Institute of Standards and Technology (NIST), Gaithersburg, MD

- Published in a peer-reviewed scientific journal and wrote Senior Honors Thesis on research conducted as a summer intern
- Invited seminars presented to the GlaxoSmithKline Women in Science Scholars Program

# HOW? Articulate Using STAR

**Who benefitted and how?  
What was the impact?  
What were the key deliverables, measures, or standards? What was your specific contribution?**

**S**  
**Situation**

**Describe the situation or provide some background on your achievement. Why did you do it? Why is it important? Responding to what problem?**

**R**  
**Result**

**In carrying out the tasks, what were some of the specific actions you took? Elaborate on processes, procedures, and methods.**

**T**  
**Task**

**In responding to the situation, what task did you decide to carry out?**

As co-chair of a 19-member symposium committee serving ~400 attendees,

thus increasing team motivation as evidenced by reaching planning milestones 3 months ahead of schedule

streamlined communication flow amongst the group by

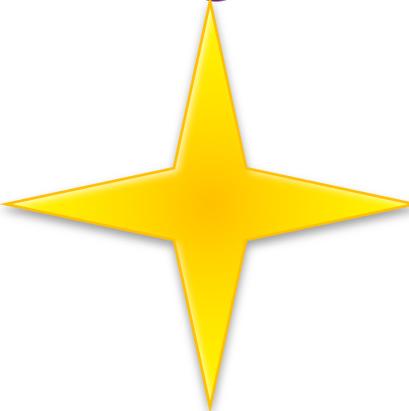
creating online, group accessible & editable documentation; regularly kept the team abreast of planning progress and organized teambuilding activities

R

S

T

A



---

## EDUCATION

---

- Ph.D.** – Duke University, Durham, NC 2008  
Major: Biochemistry  
GPA: Not Applicable (Duke Graduate School did not calculate GPAs for entrants prior to 2004)
- B. S.** – Appalachian State University, Boone NC 2001  
Major: **Chemistry, Certified Chemist Concentration**  
GPA: 4.0, *summa cum laude*  
Barry M. Goldwater National Scholar (highly competitive; selected as one of 309 nationwide)

---

## LEADERSHIP, SUPERVISORY MANAGEMENT, CAREER DEVELOPMENT, & DECISION-MAKING EXPERIENCE

---

**Acting Director (Program Manager), Office of Fellows' Career Development** (45+ hpw) August 2012-Present

Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC

- Led discussions with a trans-NIH team to develop core components of trainee Individual Development Plans (IDPs); **provided expert technical advice** on multiple NIH IC IDP documents in response to drafting an NIH-wide policy
- Conceived of and proposed alumni career outcome classification standards that were adopted and used as an NIH-wide model by the NIH Division of Intramural Research (Dr. Michael Gottesman) for NIH Director Dr. Francis Collins to track alumni progress and identify career placements
- Initiated and founded the **first** NIEHS alumni database to track progress and career placements; developed strategic trans-NIEHS partnerships to create an alumni list; mined existing data, networked with principal investigators and conducted extensive research and data analysis to identify and track career outcomes of over 270 NIEHS alumni
- Discovered that NIEHS intramural trainee employment outcomes mirror national broad trends; extended NIEHS analysis beyond what is nationally known to identify the job sector, position type, and specifics of all 270 trainees thus serving as a **national leader** in postdoctoral career outcome tracking
- Set best practices in grant training by surveying and evaluating national and trans-NIH grant programming and expert presenters of grant workshop topics; selected experts to institute a new grantsmanship training program at NIEHS

- Created a new fellows email listserv and **wrote 50+ newsletters** to enhance communication; Identified, compiled, and disseminated information on the availability of over **1,000 jobs** and **600 professional development events**
- Based on identifying career training needs, formed and **supervised a team of six** to develop the NIEHS Industry Exploration Program which has enhanced trainee networks and directly resulted in career placement
- Collaborated with the NIEHS Office of Communications and Public Liaison (OCPL) to redesign and provide oversight of the OFCD scientific website; developed an innovative website redesign that organizes information by available scientific career options; website will serve as a national resource and model to streamline and enhance trainees' career planning
- Sought after on a daily basis to provide expert advice, counsel and instruction to NIEHS trainees, Principal Investigators, and employees on work issues ranging from administrative policies on clearance forms and exit interviews to conflict resolution and general career guidance
- Designed and presented scientific training sessions and workshops, including an 8-hour Research Mentor Training course encompassing topics such as: research ethics, responsible conduct of research, mentoring excellence, and diversity
- Regularly organized practice Academic Job Seminar talks for NIEHS trainees by recruiting a team of faculty; provided guidance regarding experimental design and data interpretation in their oral scientific presentations; all NIEHS alumni who participated in these practice talks were successful in obtaining academic positions
- Routinely provided expert scientific feedback on trainee research presentations

---

## TEACHING/OUTREACH & DIVERSITY EXPERIENCE

---

### **Instructor, Research Mentor Training Course**

May 2012-present

National Institute of Environmental Health Sciences, RTP, NC

- Collaborated with the NIH Office of Intramural Training and Education to teach an 8 hour research mentor training to 30 NIEHS trainees; adapted course for their needs; led case-based class discussions, reviewed and evaluated homework assignments
- Developed a diversity training module to raise awareness about research in a multicultural environment and instill appreciation for the value of a diverse workforce; module received highly positive feedback ratings
- Taught topics such as: setting expectations, assessing understanding, research ethics, identifying mentoring challenges

### **Co-Instructor, Improving Spoken English Course**

January 2015

National Institute of Environmental Health Sciences, RTP, NC

- Collaborated with the NIH Office of Intramural Training and Education to design and teach a 12 hour course to 15 international trainees; adapted course to enhance their confidence in communicating with colleagues and principal investigators

---

## ADDITIONAL SUMMER INTERNSHIP LEADERSHIP AND RESEARCH EXPERIENCE

---

### **Acting Director (Program Manager), Office of Fellows' Career Development**

(45+ hpw) August 2012-Present

Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC

- Provided expert oversight of the scientific program for ~40 NIEHS summer interns; supervised a team of 8-10 trainees and employees to develop and teach topics in global environmental health and exposure biology



# Types of Government Jobs

- **Principal Investigator:** NOT found on USAJOBS, typically found on Institute website. Department-specific searches. (NOTE: NIH-wide Earl Stadtman Search)
- **Staff Scientist:** NOT found on USAJOBS, typically found on Institute website.
- **Postdoc:** NOT found on USAJOBS, typically contact PI directly or search OITE Jobs Boards
- **Biologist, Chemist, etc.:** USAJOBS, GS position
- **Program Analysts, Administrators, etc.:** ex: “Health Scientist Administrator” USAJOBS, GS position
- **Other Agencies:** EPA, NSF, FDA, CDC, DOD, DOE, SI



# Postdoctoral Fellow Pay at NIEHS

## Stipend/Salary

### Postdoctoral Fellow and Visiting Fellow Stipend Ranges - effective May 1, 2018

Postdoctoral IRTA and Visiting Fellow Stipend Ranges for All Areas

Experience	Initial Stipend	Second Yr.	Thrd Yr.	Fourth Yr.	Fifth Yr.
0-1 year	\$52,400	\$54,000	\$55,600	\$57,200	\$58,800
1-2 years	\$54,000	\$55,600	\$57,200	\$58,800	\$60,400
2-3 years	\$55,600	\$57,200	\$58,800	\$60,400	\$62,000
3-4 years	\$57,200	\$58,800	\$60,400	\$62,000	\$63,600
4-5 years	\$58,800	\$60,400	\$62,000	\$63,600	\$65,200
5-6 years*	\$60,400	\$62,000	\$63,600	\$65,200	\$66,800
6-7 years*	\$62,000	\$63,600	\$65,200	\$66,800	\$68,400

\* used for fellows with an M.D. or similar professional degree to give credit for internship/residency years.

**3% increase on May 1, 2019**



## Working at NIEHS

### Fellows' Career Development

### Benefits

Fellows at NIEHS enjoy a wide range of benefits, positioning NIEHS as a top place to conduct a fellowship. Learn more about some of these benefits below.

#### Childcare



Learn about the accredited, sustainable childcare facility located onsite at the NIEHS | EPA campus.



#### Financial



Learn about banking and mortgage loan options available to fellows through the NIH Credit Union.



#### Healthcare



The Foundation for Advanced Education in the Sciences (FAES) fully covers healthcare premiums for



#### Relocating



Discover tips for planning a move to North Carolina.



#### Stipend



Learn more about the highly competitive stipends that NIEHS fellows receive.



# Search Federal Employee Salaries

## Filter Results

### Fiscal Year

2017

### Name

Last,First

Names are listed in the format: last,first. Searches will return a partial match starting with the last name, i.e. "will" will return "willis,john", "williams,john", etc. Enter name in the format of last,first to find an exact match, i.e. "smith,john"

### Location

Employee's location

A search hint box with a list of available locations will appear underneath as you begin typing; click on one in the list to narrow your search to that location

For tips on using the salary search, be sure to see our article: [Search Options For Locating Individual Federal Employee Salaries](#)

### Agency

Employee's Agency

A search hint box with a list of available agencies will appear underneath as you begin typing; click on one in the list to narrow your search to that agency

### Occupation

Employee's occupation

A search hint box with a list of available occupations will appear underneath as you begin typing; click on one in the list to narrow your search to that occupation

Filter

# Fedsdatacenter.com

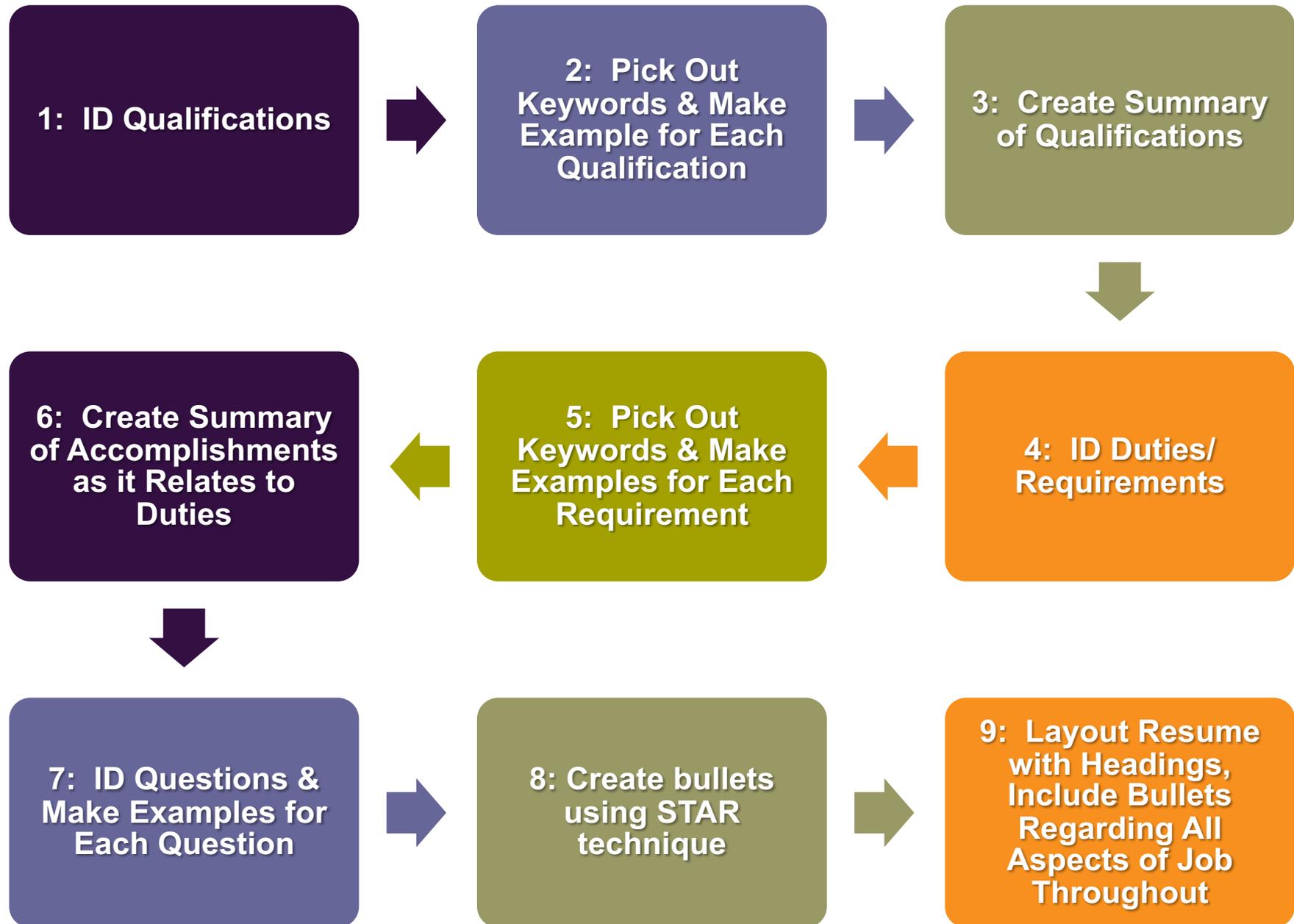


National Institute of  
Environmental Health Sciences

Office of Fellows' Career Development

Name	Grade	Pay Plan	Salary	Bonus	Agency	Location	Occupation	FY
SMITH,JOHN F	06	GS	\$39,053.00	\$0.00	DEPARTMENT OF VETERANS AFFAIRS	ASHEVILLE	MISCELLANEOUS CLERK AND ASSISTANT	2017
SMITH,JOHN F.	00	NA	\$110,256.21	\$0.00	ENVIRONMENTAL PROTECTION AGENCY	ORO VALLEY	ANIMAL SCIENCE	2017
SMITH,JOHN H	14	GS	\$126,958.00	\$0.00	GENERAL SERVICES ADMINISTRATION	WASHINGTON	INFORMATION TECHNOLOGY MANAGEMENT	2017
SMITH,JOHN H	10	GS	\$60,285.00	\$0.00	DEPARTMENT OF VETERANS AFFAIRS	MUSKOGEE	VETERANS CLAIMS EXAMINING	2017
SMITH,JOHN H	07	GS	\$50,180.00	\$0.00	DEPARTMENT OF VETERANS AFFAIRS	TEMPLE	MEDICAL SUPPORT ASSISTANCE	2017
SMITH,JOHN I	14	GS	\$101,409.00	\$0.00	DEPARTMENT OF HOMELAND SECURITY	PEARSALL	GENERAL ATTORNEY	2017
SMITH,JOHN J	13	GS	\$97,979.00	\$0.00	DEPARTMENT OF AGRICULTURE	ANCHORAGE	REALTY	2017

# Step-by-Step Approach:





Questions?



Extra Slides

# Tammy Ruth Lindsey Collins, Ph.D.

XXXXXXXXXXXXXXXXXXXXX., Durham, NC 27713, USA

Phone: XXXXXXXXX E-Mail: tammy.collins@nih.gov

**Acting Director, Office of Fellows' Career Development (OFCD), Kelly Government Solutions for NIEHS**

---

## SUMMARY OF QUALIFICATIONS

---

- National award-winning biomedical research scientist (18 years experience), policy expert, and leader in the career and professional development field; Five years experience planning, developing, supervising and teaching 100+ scientific research education and research mentor training programs for 200+ trainees
- Independently developed and led multiple projects simultaneously with a workload typically divided amongst teams of several employees at comparable institutions thus demonstrating superior organizational skills
- Set and implemented a strategic vision and goals for the NIEHS Office of Fellows' Career Development (OFCD); designed, implemented and analyzed the effectiveness of more than 100 career development training programs; designed surveys and conducted research to identify problems; implemented changes to enhance these programs based on data analysis
- Superior oral and written communication skills as demonstrated by preparing and presenting more than 50 scientific papers, posters and reports for publication in high-impact peer-reviewed journals, including invited platform presentations at international scientific meetings
- Expertly prepared and presented oral and written reports for senior NIH & NIEHS scientific leadership including NIH Director Dr. Francis Collins, NIEHS Assembly of Scientists and the Division of Intramural Research Council
- Recognized for superior performance in organizing, developing, coordinating, and/or supervising over 100 scientific workshops and symposia to enhance the scientific skills of NIEHS DIR and DNTP postdoctoral, predoctoral, and postbaccalaureate fellows
- Expertly advised and individually counseled more than 300 NIEHS and external trainees regarding career decisions resulting in nearly 100% job placement; expert in conflict resolution, stipend & benefits information
- Supervised over 80 fellows; expertly guided the NIEHS Trainees' Assembly and recommended strategies to conduct the NIEHS Career Fair / Symposia and Summer Internship Program
- Based on technical knowledge and experience as a grantee, conveyed relevant personal experiences in the biomedical sciences to provide individualized administrative and scientific guidance regarding K99/R00 grants preparation and submission

---

## HIGHLIGHTED ACCOMPLISHMENTS

---

- Five years experience **designing, implementing, and evaluating** over 100 **career enhancement programs** for 200+ NIEHS and external trainees
- **Developed policy guidance and new operational procedures** regarding individual development plans and exit interviews; communicated with NIEHS administrative and technical staff to recommend modifications to policies that resolved administrative operational procedures, thus **improving the NIEHS training experience**
- **Provided over 300 individualized scientific and administrative guidance** consultations to NIEHS and outside trainees through resume reviews, mock interviews, practice job talks, and conflict resolution, resulting in nearly 100% of these NIEHS alumni achieving their desired career goals
- **Kept abreast** of and led the **national** conversation on **trends in career development** by creating the **first** comprehensive **national in-depth analysis** of postdoctoral alumni career outcomes
- **Provided expert scientific, administrative, and management oversight of the NIEHS Summer Internship Program**; supervised teams of 10+ to design scientific programming in global environmental health
- **Drafted and defended an annual budget** of ~\$80,000 for the **Office of Fellows' Career Development (OFCD)** with oversight by the NIEHS Training Director; implemented cost-saving measures
- **Tracked progress and career placements** of ~90% of NIEHS alumni trainees (270) spanning the past 5 years
- **Provided expert technical advice and policy interpretation to NIEHS Leadership** to successfully institute the **first** NIEHS postdoctoral industry internship; effectively negotiated and advocated on behalf of postdocs; the program has led to 100% career placement

---

**EDUCATION**

---

- Ph.D.** – Duke University, Durham, NC 2008  
Major: Biochemistry  
GPA: Not Applicable (Duke Graduate School did not calculate GPAs for entrants prior to 2004)
- B. S.** – Appalachian State University, Boone NC 2001  
Major: **Chemistry, Certified Chemist Concentration**  
GPA: 4.0, *summa cum laude*  
Barry M. Goldwater National Scholar (highly competitive; selected as one of 309 nationwide)

---

**LEADERSHIP, SUPERVISORY MANAGEMENT, CAREER DEVELOPMENT, & DECISION-MAKING EXPERIENCE**

---

**Acting Director (Program Manager), Office of Fellows' Career Development** (45+ hpw) August 2012–Present  
Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC

- Developed programming that is being adopted across the nation, thus serving as a **national leader**
- Led discussions with a trans-NIH team to develop core components of trainee Individual Development Plans (IDPs); **provided expert technical advice** on multiple NIH IC IDP documents in response to drafting an NIH-wide policy
- Conceived of and proposed alumni career outcome classification standards that were adopted and used as a NIH-wide model by the NIH Division of Intramural Research (Dr. Michael Gottesman) for NIH Director Dr. Francis Collins to track alumni progress and identify career placements
- Initiated and founded the **first** NIEHS alumni database to track progress and career placements; developed strategic trans-NIEHS partnerships to create an alumni list; mined existing data, networked with principal investigators and conducted extensive research and data analysis to identify and track career outcomes of over 270 NIEHS alumni
- Discovered that NIEHS intramural trainee employment outcomes mirror national broad trends; extended NIEHS analysis beyond what is nationally known to identify the job sector, position type, and specifics of all 270 trainees thus serving as a **national leader** in postdoctoral career outcome tracking
- Set best practices in grant training by surveying and evaluating national and trans-NIH grant programming and expert presenters of grant workshop topics; selected experts to institute a new grantsmanship training program at NIEHS
- Identified trends in career training needs through research, exit interviews, and career outcome analysis; developed strategic vision and plans for future modifications of the NIEHS training environment to include training in the responsible conduct of research, translational science, and big data analysis
- Organized and planned work on the past four NIEHS Career Fairs / Symposia; **supervised** the work to be accomplished by a **staff of approximately 15-20** per year; symposia serves ~400 local and international attendees with a budget of nearly \$29,000; developed marketing strategies and enhanced programming to increase participation by 45%; wrote a successful 9 page proposal advocating for program support
- Instructed NIEHS trainee staff on procedural requirements of conducting the NIEHS Career Symposium assignment; provided step-by-step details for completing administrative conference request forms
- Organized and planned work to be accomplished by a staff of ~5 to develop programming for Postdoctoral Appreciation Week; developed programs including: maintaining resilience in the job search, professional development networking events, postdoctoral orientation events; provided over 75 career-related books
- Evaluated the work performance of subordinate employees; recommended strategies that improved the NIEHS Career Symposium and Postdoctoral Appreciation Week
- National postdoctoral policy expert; distilled information about NIH policies and ethics guidelines regarding allowed outside activities to assist NIEHS trainees with decision-making

- Created a new fellows email listserv and **wrote 50+ newsletters** to enhance communication; Identified, compiled, and disseminated information on the availability of over **1,000 jobs** and **600 professional development events**
- Based on identifying career training needs, formed and **supervised a team of six** to develop the NIEHS Industry Exploration Program which has enhanced trainee networks and directly resulted in career placement
- Collaborated with the NIEHS Office of Communications and Public Liaison (OCPL) to redesign and provide oversight of the OFCD scientific website; developed an innovative website redesign that organizes information by available scientific career options; website will serve as a national resource and model to streamline and enhance trainees' career planning
- Sought after on a daily basis to provide expert advice, counsel and instruction to NIEHS trainees, Principal Investigators, and employees on work issues ranging from administrative policies on clearance forms and exit interviews to conflict resolution and general career guidance
- Designed and presented scientific training sessions and workshops, including an 8-hour Research Mentor Training course encompassing topics such as: research ethics, responsible conduct of research, mentoring excellence, and diversity
- Regularly organized practice Academic Job Seminar talks for NIEHS trainees by recruiting a team of faculty; provided guidance regarding experimental design and data interpretation in their oral scientific presentations; all NIEHS alumni who participated in these practice talks were successful in obtaining academic positions
- Routinely provided expert scientific feedback on trainee research presentations
- Independently organized, coordinated, and implemented 100+ career enhancement programs for trainees
- Created an exit interview questionnaire that has served as a national model; crafted and implemented a policy to increase exit interview compliance in order to monitor the training activities of NIEHS trainees
- Provided individualized career counseling, advice and instruction to over 300 trainees on both work and administrative matters: reviewed resumes and curriculum vitae (CVs), provided mock interviews, and facilitated networking directly resulting in desired job offers
- Organized, supervised, evaluated and led discussions of scientific topics such as optogenetics for the NIEHS summer internship training program.
- Routinely responded to public email and phone requests for information on NIEHS scientific training programs.
- Collaborated with the NIEHS Office of Communications and Public Liaison (OCPL) to design and develop marketing brochures, public displays, and recruiting strategies for the NIEHS scientific postdoctoral and summer internship program
- Coached and mentored over 300 staff, students, and post-doctoral fellows; nearly 100% of NIEHS alumni that participated in OFCD programming and followed my guidance achieved their desired career goals
- On a weekly basis, developed marketing materials for NIEHS scientific and career professional development programs that highlight key messages, thus increasing participation in more than 100 events
- Founded and administered the NIEHS 'Fellow of the Year' Award; solicited nominations and recruited a committee to evaluate candidates
- Consulted by NIEHS Office of Scientific Information Management to design programming for new scientific techniques such as next generation sequencing
- Consulted by NIEHS Assembly of Laboratory Staff to design programming for new laboratory methodologies

#### **NIEHS Trainees Assembly (NTA) Leader**

**April 2010-August 2012**

- **Chair, NTA (November 2011-August 2012)**
- **Co-Chair, NTA (September 2011-November 2011)**
- **Member, NTA (June 2010-August 2012)**

National Institute of Environmental Health Sciences, RTP, NC

- Founded, supervised, and led *ad hoc* Workshops & Training Committee to arrange six new career-

development training workshops and lectures for fellows in lieu of an OFCD Director; developed metrics to evaluate training opportunities and recommend improvements

- Collaborated with fellows to develop and advocate for successful approval of the first NIEHS 'Fellow of the Year Award;' secured an accompanying \$1,000 travel award
- Reviewed and edited *curriculum vitae*s, teaching & research statements, cover letters, and writing samples for NIEHS trainees in lieu of the OFCD Director, 2011-2012
- Supervised and trained my replacement to lead the "Brown Bag Lunch 2<sup>nd</sup> Fridays" program
- Guided the NTA Science Day representative to select the 2012 Mentor of the Year
- NIEHS Postdoc Appreciation Day organizing committee
- Manager of NIEHS Fellows and Trainees LinkedIn Group to track former NIEHS trainees, 2011-present
- Central contact to address postdoctoral training issues & policies
- DIR Council Representative
- Liaison/advisor to the Office of Science Education and Diversity
- Advocate to NIEHS Administration on behalf of trainees; knowledge of government organization
- Set strategic plan and goals for the NIEHS Trainees' Assembly
- Identified and communicated concerns about Trainee Renewal Forms to the Administration
- Initiated the formation of an NTA Steering Committee orientation packet to provide a central location of all relevant activities and progress of the NTA
- Directed the reinstatement of the International Fellows' Committee to redefine its mission, set goals, and begin to develop a strategic plan
- Organized events to foster community amongst trainees

#### **Trainee Action Committee (TAC) Leader**

**June 2010-March 2011**

Laboratory of Molecular Genetics, National Institute of Environmental Health Sciences, RTP, NC

##### • Chairperson, TAC

- Executed and developed strategic plan to redesign the LMG retreat
- Developed surveys and assimilated data to guide program review of the LMG retreat
- Negotiated lower pricing for food costs and managed retreat operational budget
- Initiated, directed, and executed the inaugural LMG Family Picnic
- Coordinated and moderated large-group discussions
- Invited, hosted, and moderated discussions with scientific- and career-focused speakers

#### **Additional Leadership Roles**

- Vice President, Appalachian Chemical Society, 2000-2001
- Vice President of Standards, Kappa Delta Sorority, Appalachian State University, 1999-2000
- Scholarship Chairperson, Kappa Delta Sorority, Appalachian State University, 1998-2000

---

#### **GRANTSMANSHIP EXPERIENCE**

##### **Author and Principal Investigator**

September 2003-September 2006

Congressionally Directed Medical Research Program, Department of Defense (DoD) Breast Cancer Research Program (BCRP)

- \$90,000 Predoctoral Traineeship

##### **Assistant Grant Reviewer**

June 2007

Graduate Researcher, Duke University, Durham, NC

- NIH Challenge Grants in Health and Science Research, Translational Science Pilot Project on Rare Diseases

---

**BIOMEDICAL RESEARCH EXPERIENCE, TECHNICAL KNOWLEDGE & DATA ANALYSIS**

---

**Postdoctoral IRTA Fellow**, Mitochondrial DNA Replication Group (40 hpw) September 2009-August 2012

National Institute of Environmental Health Sciences, RTP, NC – *Advisor: Dr. William Copeland*

- Initiated and developed a new direction of biomedical research in the laboratory to determine if defects in human topoisomerase III $\alpha$  activity contribute to mitochondrial disease and/or increased susceptibility to environmental stressors
- Independently designed experiments, interpreted data and presented findings to a scientific audience by delivering oral scientific presentations and writing a first-author peer-reviewed publication
- Routinely provided scientific feedback on trainee research presentations and drafts of scientific papers

**Postdoctoral Associate** (40 hpw) August 2008-August 2009

Duke University, Durham, NC – *Advisor: Dr. Tao-shih Hsieh*

- Developed a technique to study the dynamics of a cancer drug target (topoisomerase II) with single-molecule FRET and crosslinking agents

**Graduate Research Assistant** (40 hpw) August 2001-August 2008

Duke University, Durham, NC – *Advisor: Dr. Tao-shih Hsieh*

- Utilized single-molecule FRET biophysics to study the mechanism of topoisomerase II in response to anticancer drugs resulting in four first author publications including those in high-impact peer reviewed literature
- Studied the mechanism of topoisomerase II with pulse-alkylation mass-spectrometry
- Evaluated the work performance of four subordinate undergraduate research employees; met weekly and provided oral and written recommendations for developing their critical research, thinking, and writing skills

**Undergraduate Research Assistant** August 2000-August 2001

Appalachian State University Department of Chemistry, Boone, NC – *Advisor: Dr. Claudia Cartaya-Marin*

- Made progress towards the total chemical synthesis of 2-Crotonyloxymethyl-4,5,6-trihydroxycyclohex-2-enone (COTC), a natural product with potent antitumor properties

**Summer Undergraduate Research Fellow** (40 hpw) Summer 1999 & 2000

National Institute of Standards and Technology, Gaithersburg, MD – *Advisor: Dr. Terrell Vanderah*

- Used X-ray powder diffraction to create a phase diagram for the ternary system BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub> in an attempt to discover new inorganic compounds with potential use in wireless communication resulting in a publication

**Undergraduate Research Assistant** May 1998-August 1998

Appalachian State University Department of Chemistry, Boone, NC – *Advisor: Dr. Robert Yoblinski*

- Synthesized inorganic compounds

---

**ADDITIONAL CAREER DEVELOPMENT EXPERIENCE**

---

- “Learning Analytics for Career Development Programs” Baltimore, MD, March 2015
- “Identifying Career Pathways for Postdocs: Mining Existing Data & Collecting New Data,” Baltimore, MD, March 2015
- “How to Avoid Self-Sabotage and Win at Salary Negotiations,” Baltimore, MD, March 2015
- “Proving Why We Matter: Using Career Development Outcomes to Promote PDO Effectiveness to Stakeholders,” St. Louis, MO, April 2014
- “Data on Postdocs in the U.S.: Where have We Been and Where Are We Headed?,” St. Louis, MO, April 2014
- “A Coaching Approach to Postdoctoral Scholar Engagement and Development,” St. Louis, MO, April 2014

- NIEHS Biomedical Career Fair / Symposium (2007-2008, 2010-2012)
  - Advised 2012 Co-chairs about logistics of executing the career fair
  - Liaison to Burroughs Wellcome Fund
  - Volunteer, 2010-2012
- Conducted and moderated job-seminar and interview practice sessions for NIEHS trainees, 2011-2012
- Oversight of NIEHS Trainees' mailing list; ensured email communication with all trainees, 2012
- "Networking: A Tool for Building Relationships and Exploring Career Options" workshop, RTP, NC, April 2012
- "Interviewing and Negotiating an Offer" workshop, RTP, NC, April 2012
- Co-Organizer, Inaugural Quintiles Career Event at NIEHS, June 2011
  - Planned and executed the event
  - Developed an online survey to evaluate the success of the program
  - Assimilated data to guide future program development
- "The Quintessential Guide to Job Interview Preparation" workshop, Duke University, April 2008
- "Speaking about Science" workshop, Duke University, February 2007
- "Networking Skills" workshop, Annual Meeting of the Protein Society, Boston, MA, July 2007

### **TRAINING WORKSHOPS, CAREER & PROFESSIONAL DEVELOPMENT COURSES DEVELOPED AND CONDUCTED**

**Acting Director (Program Manager), Office of Fellows' Career Development** (45+ hpw) August 2012-Present  
 Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC

- Identified, planned, coordinated, supervised and/or taught the following career and professional development opportunities for NIEHS fellows and outside fellows
- Wrote proposals of 10+ pages advocating for program financial support
- Organized and moderated these training events to prepare trainees to become scientific leaders
- Provided expert knowledge to design and implement these programs for trainee career enhancement

#### **2015**

NIEHS Biomedical Career Symposium [including 10 workshops, 8 panel discussions and 150+ CV/resume reviews]  
 How to Deliver a Knockout Presentation (Presenting Scientific Content in Presentations)  
 Interviewing Skills & Elevator Speeches Seminar & Small Group Practice Sessions  
 Orientation Sessions with the Office of Fellows' Career Development  
 Teaching College 11-week, 22 hour course  
 Improving Spoken English 1.5-Day Course  
 Academic Job Offers: Evaluating Positions and Negotiating Offers  
 Preparing for Private Sector Careers: 3 month weekly videoconference with NCI  
 Brown Bag Professional Development Lunch Monthly Events  
 (Under Development) NIAID Grant Writing Workshop Series (videoconference with NIAID): Overview, Navigating Forms and FOAs, Writing Tips, Understanding the K99/R00, Understanding the NIAID K22  
 (Under Development) Research Mentor Training 4-week, 8-hour Course (Discusses Laboratory Methodology, New Scientific Techniques, and Responsible Conduct of Research)  
 (Under Development) Next Generation Sequencing, Statistical Analysis with R, and Other Courses Regarding Laboratory Methodology and New Scientific Techniques

#### **2014**

NIEHS Biomedical Career Symposium [including 10 workshops, 10 panel discussions and 175+ CV/resume reviews]  
 Write Winning NIH Grant Proposals-(Phase I)  
 Grant Writing Consultations & Mock Grant Reviews (Phase II)-4 month Consultations  
 Research Mentor Training 4-week, 8-hour Course (Discusses Laboratory Methodology, New Scientific Techniques,

and Responsible Conduct of Research)  
Job Search Strategies (Networking Techniques)  
Orientation Sessions with the Office of Fellows' Career Development  
Scientific Writing from the Reader's Perspective  
Tips for Choosing and Applying to Graduate School/Graduate Programs (Writing applications for doctoral programs)  
Management Bootcamp  
Identifying & Correcting Common English Grammar Mistakes in Academic Writing  
Academic Job Search: Applying and Interviewing  
Writing and Publishing a Scientific Paper 4-week Course  
Scientists Teaching Science  
Maintaining Resilience in the Job Search  
Academic Town Hall Q & A with OITE Director Dr. Sharon Milgram  
Individual Faculty Job Search Appointments  
Improving Mentoring Relationships  
Preparing for Private Sector Careers: 3 month weekly videoconference with NCI  
Grantsmanship Tips & Perspectives on Writing Successful K99/R00 Applications  
Talking Science: Designing & Delivering Successful Oral Presentations  
Ethical and Regulatory Aspects of Clinical Research 7-week Course  
Introduction to the Principles and Practice of Clinical Research 5-month weekly Course  
Principles of Clinical Pharmacology 7-month weekly Course  
Translational Research in Clinical Oncology 3-month weekly Course  
Brown Bag Professional Development Lunch Monthly Events

### **2013**

NIEHS Biomedical Career Symposium [including 8 workshops, 10 panel discussions and 150+ CV/resume reviews]  
Teaching College 11-week Course  
Transferable Skills: The Key to Reinventing & Advancing your Career  
Interviewing & Negotiating Workshop and Panel Discussion  
Grantsmanship Tips & Perspectives On Writing Successful K99/R00 Applications  
Leveraging LinkedIn for Expertise Development and Career Opportunities  
Research Statements, Faculty Job Applications, and the Faculty Selection Process  
How To Give a Job Seminar, and Why It is Different from a Typical Scientific Research Presentation  
Time Management  
Leadership/Workplace Dynamics  
Conflict Resolution: A Primer for Meeting Needs and Preserving Relationships  
Ethical and Regulatory Aspects of Clinical Research  
Introduction to the Principles and Practice of Clinical Research  
Brown Bag Professional Development Lunch Monthly Events

### **2012**

Improving Spoken English  
Getting an Academic Job--Overview, Interviewing, Negotiating, Transitioning  
Job Search Strategies 101--Networking, Resumes, Making a Plan for the Job Search  
Grantsmanship Tips & Pathway to a Successful K99  
Figures: Tips for Effectively Illustrating Your Research  
Presentations: Tips for Effectively Sharing Your Research and Engaging Your Audience  
*Graduate Women in Science Invited Presenter* - Interviewing & Negotiating  
Brown Bag Professional Development Lunch Monthly Events

National Institute of Environmental Health Sciences, RTP, NC

- Founded a 'Workshops and Training Committee' to provide programming in lieu of an OFCD Director
- Organized and moderated the following training events to prepare trainees to become scientific leaders
- Provided expert knowledge to design and implement these programs for trainee career enhancement

**2012**

NIEHS Biomedical Career Symposium [including 6 workshops, 10 panel discussions and 75+ CV/resume reviews]

*UNC-Chapel Hill* Postdoctoral Bootcamp - Choosing a Post-doc

Research Mentor Training 8-week Course (Discusses Laboratory Methodology & New Scientific Techniques)

Scientific Writing from the Readers' Perspective

Moving your Career Forward with SMART Goals

Conflict Resolution and Reduction: A Primer for Meeting Needs and Preserving Relationships

Differences Between Academic, Government, and Industry Job Applications

Brown Bag Professional Development Lunch Monthly Events

**2011**

Founded and developed the "Brown Bag Lunch 2<sup>nd</sup> Fridays" career development program at NIEHS, held from September 2011 – present; to date, ~70 guests have been invited to provide career guidance to trainees

<http://www.niehs.nih.gov/news/newsletter/2011/october/spotlight-brownbag/index.cfm>

---

**TEACHING/OUTREACH & DIVERSITY EXPERIENCE**

---

**Instructor, Research Mentor Training Course**

May 2012-present

National Institute of Environmental Health Sciences, RTP, NC

- Collaborated with the NIH Office of Intramural Training and Education to teach an 8 hour research mentor training to 30 NIEHS trainees; adapted course for their needs; led case-based class discussions, reviewed and evaluated homework assignments
- Developed a diversity training module to raise awareness about research in a multicultural environment and instill appreciation for the value of a diverse workforce; module received highly positive feedback ratings
- Taught topics such as: setting expectations, assessing understanding, research ethics, identifying mentoring challenges

**Co-Instructor, Improving Spoken English Course**

January 2015

National Institute of Environmental Health Sciences, RTP, NC

- Collaborated with the NIH Office of Intramural Training and Education to design and teach a 12 hour course to 15 international trainees; adapted course to enhance their confidence in communicating with colleagues and principal investigators

**NIEHS Women Scientists' Association Women Mentoring Program**

June 2014-Present

National Institute of Environmental Health Sciences, RTP, NC

- Consulted by NIEHS leadership for technical guidance and expert opinion on program development; identified areas needing improvement and recommended a methodology to streamline communication, thus enhancing the program

**Museum Docent**

May 2008-present

North Carolina Museum of Life and Science Butterfly House, Durham, NC

- Volunteered 600+ hours to educate the community about butterflies and plants of the conservatory
- Taught the public about the environmental effects of pesticides and non-native species; promoted the museum and its activities

**Teaching Assistant**

August 2002-May 2003

Duke University Department of Biochemistry, Durham, NC

- Introductory Biochemistry I

**Teaching Assistant**

August 1998-May 2000

Appalachian State University Department of Chemistry Boone, NC

- Introductory Chemistry Laboratory I, II

**Tutor**

August 1997-May 1998

Appalachian State University Department of Chemistry Boone, NC

- Introductory Chemistry I

---

**MARKETING/EVENT PROMOTION & RECRUITING**

---

**Exhibitor, NIEHS Scientific Training Program and Summer Internship Program**

August 2012-present

National Institute of Environmental Health Sciences, RTP, NC

- Visited over 15+ local (UNC, NCSU, NCCU) and national (Society of Toxicology) Universities and events to market NIEHS training programs and recruit postdoctoral fellows and undergraduate students to NIEHS
- Collaborated with the NIEHS Office of Communications and Public Liaison to develop marketing materials, brochures, and public displays for recruiting trainees to NIEHS

**NIEHS Trainees Assembly Exhibitor**

April 2012

NIEHS Biomedical Career Symposium, RTP, NC

- Represented NIEHS Trainees Assembly and recruited new members to join the NIEHS postdoctoral community
- Advertised upcoming workshops and training opportunities

**Other Relevant Trainings**

- "Marketing for Scientists" workshop, March 2011
- "Using Social Media to Build Relationships and Market Your Programs Effectively" workshop, NIH, March 2011

---

**CONFLICT RESOLUTION EXPERIENCE AND TRAINING**

---

**Acting Director (Program Manager), Office of Fellows' Career Development** (45+ hpw) August 2012-present

Kelly Government Solutions for NIH/National Institute of Environmental Health Sciences

- Consulted for expert guidance to resolve situational and interpersonal conflict between fellows and principal investigators; recommended solutions that directly resolved conflicts while preserving relationships

**Course Participant**

(12-week course, Fall 2011)

National Alliance on Mental Illness Family-to-Family Course, Durham, NC

- Received hands-on training in communication styles most effective for handling conflict/crises
- Crisis training to handle an affected family member's mental health deterioration

- Responsible Conduct of Research Training** 2002-present  
Duke University, Durham, NC and National Institute of Environmental Health Sciences, RTP, NC
- Received yearly training in responsible conduct of research; led case-based discussions on how to avoid scientific misconduct and create open, supportive research environments
  - Led discussions about tactics for handling author conflicts and suspected cases of research misconduct

- Ethics Weekend Retreat Participant** August 2001  
Duke University, Durham, NC
- Interactive training in handling research misconduct, authorship conflicts, etc.

- Chair of Standards Board** August 1998-August 1999  
Kappa Delta Sorority, Appalachian State University, Boone, NC
- Mediated situational and interpersonal conflict by identifying core issues underlying problems and suggesting tactics for removing personal emotions from each situation
  - Enforced penalties for violating standards of ethical behavior and integrity

**Other Relevant Trainings**

- “Conflict Resolution Skills for the Postdoctoral Office Leader,” workshop, San Francisco, CA, March 2012
- “Conflict Resolution and Reduction: A Primer for Meeting Needs and Preserving Relationships” workshop, NIEHS, March 2011

---

**ADDITIONAL POSTDOCTORAL POLICY INTERPRETATION: NIH, NATIONAL, INTERNATIONAL**

- NIH Training Director’s Committee** August 2012-Present  
National Institutes of Health, Bethesda, MD
- Provided expert review of multiple NIH IC Individual Development Plan documents and recommended a common policy that was adopted as the NIH-wide model for inclusion in the NIH sourcebook
  - Led discussions at monthly meetings to remain current with national trends in postdoctoral training/career issues; advised trainees regarding international laws governing visas and allowed outside activities
  - National policy expert regarding postdoctoral policy recommendations by the the National Academy of Sciences Committee on Science, Engineering and Public Policy
  - Conceived of and recommended policies for conducting exit interviews across all NIH ICs in an effort to facilitate national tracking of trainees

- National Postdoctoral Association Annual Meetings** March 2011-present
- Networked with national and international colleagues to recommend policy guidance affecting current national trends in postdoctoral training/career issues
  - Led discussions to define the state of postdoctoral training and guide policymaking on a national level
  - Participant: “The Future of Postdoctoral Training,” “The National Postdoctoral Association Core Competencies”

---

**ADDITIONAL SUMMER INTERNSHIP LEADERSHIP AND RESEARCH EXPERIENCE**

- Acting Director (Program Manager), Office of Fellows’ Career Development** (45+ hpw) August 2012-Present  
Kelly Government Solutions for the NIH/National Institute of Environmental Health Sciences, RTP, NC
- Provided expert oversight of the scientific program for ~40 NIEHS summer interns; supervised a team of 8-10 trainees and employees to develop and teach topics in global environmental health and exposure biology

- Supervised postdoctoral fellows in the development, implementation, and evaluation of a 4-week summer intern journal club on optogenetics; designed a questionnaire to evaluate learning outcomes and restructured the journal club program to enhance program success
- Collaborated with the NIEHS Summer Internship Program Coordinator to organize and plan the Summer Internship research training program; monitored compliance with NIH program guidelines
- Collaborated with the Summer Internship Program Coordinator to develop marketing brochures and recruiting strategies for the Summer Internship program; recruited summer interns at 15+ local and national venues
- Contributed to summer internship research training program governance by overseeing trainings related to: responsible conduct of research, research mentor training

#### **Summer Undergraduate Research Fellow**

Summer 1999 & 2000

National Institute of Standards and Technology (NIST), Gaithersburg, MD

- Published in a peer-reviewed scientific journal and wrote Senior Honors Thesis on research conducted as a summer intern
- Invited seminars presented to the GlaxoSmithKline Women in Science Scholars Program

---

#### **ADDITIONAL MENTORING, RESEARCH GUIDANCE, AND SUPERVISION**

- With the assistance of my Dissertation advisor, I mentored three undergraduates, and I reviewed applications, interviewed, hired, and supervised one master's student while at Duke University.

**X. Sun (2004-2005):** Duke University undergraduate; conducted a Senior Thesis project using mass spectrometric and fluorescence resonance energy transfer (FRET) techniques to study the dynamics of topoisomerase II; received his Ph.D. from Stanford University.

**J. Durst, M.D. (2005-2006):** Duke University undergraduate; conducted a Senior Thesis project to develop a new mass spectrometric pulse-alkylation technique to study the conformational dynamics of topoisomerase II; currently an OBGYN resident at the University of Alabama at Birmingham.

**G. Huang (2006-2007):** Duke University undergraduate; assisted with analysis of single molecule FRET data on the topoisomerase II DNA gate and its response to anticancer drugs.

**A. Deveraj, M.S. (2007-2008):** Duke University computer science master's student that I interviewed and hired to develop a custom data analysis program to analyze single-molecule FRET data; currently a Functional Analyst at Michelin.

---

#### **ADDITIONAL WRITING/EDITING EXPERIENCE AND TRAINING**

- *Ad hoc* journal editor: PLoS ONE, Journal of Biological Chemistry, Nucleic Acids Research
- "Writing from the Reader's Perspective," Duke University Professional Development Series, Dr. George Gopen, January-February 2007
- Extensive experience editing others' manuscripts, abstracts, dissertations, and theses 2003-present

---

#### **INVITED ORAL AND WORKSHOP PRESENTATIONS (ORAL COMMUNICATION & PRESENTING)**

##### **INVITED PLATFORM PRESENTATIONS**

"Increasing Environmental Health Literacy: A Model for High School and Undergraduate Summer Internship Programs in Government."\* 54<sup>th</sup> Annual Meeting of the Society of Toxicology, San Diego, CA, March 2015.

\* = **Was nominated for presentation at the 2016 AAAS National Meeting due to excellent evaluations**

"Subsolidus Phase Relations in the Ternary System BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." 66<sup>th</sup> Annual Meeting of the American Physical Society Southeastern Section, Chapel Hill, NC, November 1999.

### **INVITED WORKSHOPS**

“Resume Rescue.” UNC-Chapel Hill Career Symposium, November 2014.

“Articulating Your Value: Creating Effective Resumes and CVs:”

NIEHS Scholars Connect Program, NIEHS, RTP, NC, October 2014

NIEHS Scholars Connect Program, NIEHS, RTP, NC, September 2013

“You Landed the Interview...Now What? Tips for Showcasing Yourself and Getting Hired” Annual Meeting of the Graduate Women in Science Rho Tau Chapter, Raleigh, NC, November 2012.

### **INVITED PRESENTATIONS**

“Transitioning to Independence: Services and Support Provided by the Office of Fellows Career Development.”

NIEHS Trainees’ General Assembly Meeting, NIEHS, RTP, NC, March 2015

Epidemiology Branch Seminar Series, NIEHS, RTP, NC, October 2014

Administrative Management Branch Meeting, NIEHS, RTP, NC, October 2014

Assembly of Scientists General Assembly Meeting, NIEHS, RTP, NC, June 2014

Laboratory of Molecular Genetics Retreat, UNC-Chapel Hill, Chapel Hill, NC, May 2014

NIEHS Trainees’ General Assembly Meeting, NIEHS, RTP, NC, March 2014

NIEHS Trainees’ Postdoc Appreciation Week, NIEHS, RTP, NC, September 2013

STEM Day at NIEHS in Collaboration with NC New Schools, NIEHS, RTP, NC, June 2013

Assembly of Laboratory Scientists General Assembly Meeting, NIEHS, RTP, NC, May 2013

NIEHS Trainees’ General Assembly Meeting, NIEHS, RTP, NC, March 2013

National Toxicology Program Laboratory Seminar Series, NIEHS, RTP, NC, January 2013

Assembly of Scientists General Assembly Meeting, NIEHS, RTP, NC, December 2012

Laboratory of Molecular Genetics Retreat, NIEHS, UNC-Chapel Hill, Chapel Hill, NC, November 2012

Laboratory of Toxicology and Pharmacology Retreat, NIEHS, Wrightsville Beach, NC, October 2012

“The Office of Fellows Career Development & Keep the Thread Program.” Assembly of Scientists Council Meeting, NIEHS, RTP, NC, September 2014

“Interview Preparation with the Office of Fellows’ Career Development.” Laboratory of Structural Biology Retreat, NIEHS, RTP, NC, September 2012

“National Institute of Standards and Technology: Scientific Research Findings and Applying for the Summer Undergraduate Research Fellowship.” GlaxoSmithKline Women in Science Scholars Program, GlaxoSmithKline, RTP Campus, NC, March 2001.

“National Institute of Standards and Technology: Scientific Research Findings and Applying for the Summer Undergraduate Research Fellowship.” GlaxoSmithKline Women in Science Scholars Program, Appalachian State University Regional meeting, Boone, NC, November 2000.

### **INVITED PANEL DISCUSSIONS**

“Panel Discussion on Choosing a Postdoc in Government Versus Academia.” UNC TIBBS Postdoctoral Bootcamp, March 2012.

“Panel Discussion on Career Options in the Biomedical Sciences.”

Annual Meeting of the North Carolina Society of Toxicology, RTP, NC, November 2013.

Annual Meeting of the North Carolina Society of Toxicology, RTP, NC, November 2012.

#### **ADDITIONAL ORAL AND POSTER PRESENTATIONS**

"Mitochondrial DNA Replication Proteins." Laboratory of Molecular Genetics Seminar Series, National Institute of Environmental Health Sciences, Research Triangle Park, NC, January 2012.

"Investigating the Role of Human Topoisomerase III $\alpha$  in Mitochondrial DNA Replication." NIEHS Science Awards Day, National Institute of Environmental Health Sciences, Research Triangle Park, NC, November 2011. (Poster)

"Investigating the Role of Human Topoisomerase III $\alpha$  in Mitochondrial DNA Replication." United Mitochondrial Disease Foundation, Schaumburg, IL, June 2011. (Poster)

"Topoisomerases in Mitochondrial DNA Replication." Laboratory of Molecular Genetics Seminar Series, National Institute of Environmental Health Sciences, Research Triangle Park, NC, December 2010.

"Investigating the Role of Human Topoisomerase III $\alpha$  in Mitochondrial DNA Replication." NIEHS Science Awards Day, National Institute of Environmental Health Sciences, Research Triangle Park, NC, November 2010. (Poster)

"Mechanistic Studies of Eukaryotic Topoisomerase II: A Cysteine Footprinting and FRET Approach." Annual Meeting of the American Society for Biochemistry and Molecular Biology, San Diego, CA, April 2008. (Poster)

"Single-molecule Measurements of the Opening and Closing of the DNA Gate of Topoisomerase II." Annual Meeting of the Protein Society, Boston, MA, July 2007. (Poster)

"Single-molecule Measurements of the Opening and Closing of the Topoisomerase II DNA Gate." Center for DNA and Genome Stability Seminar Series, Duke University, Durham, NC, December 2006.

"Single-molecule Measurements of the Opening and Closing of the DNA Gate of Eukaryotic Topoisomerase II." Carolina Biophysics Symposium, Chapel Hill, NC, November 2006. (Poster)

"Mechanistic Studies of Human Topoisomerase II $\alpha$ ." Era of Hope, Department of Defense Breast Cancer Research Program Meeting, Philadelphia, PA, June 2005. (Poster)

"Studies Towards the Synthesis of 2-Crotonyloxymethyl-4,5,6-trihydroxycyclohex-2-enone (COTC)." American Chemical Society Meeting in Miniature, Wake Forest University, Winston-Salem, NC, April 2001. (Poster)

"Studies Towards the Synthesis of 2-Crotonyloxymethyl-4,5,6-trihydroxycyclohex-2-enone (COTC)." Carolina-Piedmont Section, American Chemical Society, Charlotte, NC, May 2001. (Poster)

"Subsolidus Phase Relations in the Ternary System BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." Fall Meeting of the Materials Research Society, Boston, MA, November 2000. (Poster)

"Completion of the Ternary Phase Diagram BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." National Institute of Standards and Technology, Summer Undergraduate Research Symposium, Gaithersburg, MD, August 2000.

"Compound Formation, Crystal Chemistry, and Dielectric Behavior in the AO-Al<sub>2</sub>O<sub>3</sub>-Nb<sub>2</sub>O<sub>5</sub> (A=Ca, Sr, Ba) Systems." T.A. Vanderah\*, J.Y. Chan, W. Febo-Ayala, J.M. Loezos, L.D. Rotter, R.G. Geyer, T.R. Lindsey, I. Levin, R.S. Roth, 102<sup>nd</sup> Annual Meeting of the American Ceramic Society, St., Louis, MO, May 2000. (\* = presenting author) (Poster)

"Subsolidus Phase Relations in the Ternary System BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." 66<sup>th</sup> Annual Meeting of the American Physical Society Southeastern Section, Chapel Hill, NC, November 1999.

"Phase Equilibria Relations in the Ternary System BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." Department of Chemistry Seminar Series, Appalachian State University, Boone, NC, September 1999.

"Phase Relations in the System BaO:Al<sub>2</sub>O<sub>3</sub>:Nb<sub>2</sub>O<sub>5</sub>." National Institute of Standards and Technology, Summer Undergraduate Research Symposium, Gaithersburg, MD, August 1999.

---

**HONORS AND AWARDS (in order of significance)**

---

- Barry M. Goldwater Scholarship (2000-2001) <http://www.news.appstate.edu/2000/04/18/award-20/>
- Predoctoral Grantee & Principal Investigator, CDMRP DoD Breast Cancer Research Program (2003-2006)
- Distinguished Achievement Award, Kelly Government Solutions for NIH/NIEHS (2014)
- Quality Award, Kelly Government Solutions for NIH/NIEHS (2013)
- GlaxoWellcome/GlaxoSmithKline Women in Science Scholar (1998-2001)
- Excellence in Research Award, Carolina Piedmont Section of the American Chemical Society (2001)
- Sigma Xi Award for Undergraduate Research, Appalachian State University Chapter (2001)
- Excellence in Organic Chemistry, American Chemical Society Polymer Education Committee (2001)
- Outstanding Senior Award, Appalachian State University Department of Chemistry (2001)
- Kamin Travel Fellowship, Duke University Department of Biochemistry (2008)
- Best Poster Award, Duke University Department of Biochemistry (2007)
- Kappa Delta Founders Scholar (2000-2001)
- A. R. Smith Department of Chemistry Scholar (1998-2001)
- Appalachian State University Academic Scholar (1997)
- Appalachian State University Organic Chemistry Award (2001)
- Gamma Sigma Alpha Individual Scholastic Achievement Award (1999-2001)
- Gamma Beta Phi Honor Society (1998-2001)
- Phi Eta Sigma Honor Society (1998-2001)
- Order of Omega Greek Honor Society (1999-2001)

---

**PUBLICATIONS (WRITTEN COMMUNICATION)**

---

Vanderah, T. A., **T. R. Collins**, W. Wong-Ng, I. Levin, R. S. Roth, and L. Farber. Phase Equilibria and Crystal Chemistry in the BaO-Al<sub>2</sub>O<sub>3</sub>-Nb<sub>2</sub>O<sub>5</sub> and BaO-Nb<sub>2</sub>O<sub>5</sub> Systems. *Journal of Alloys and Compounds*, 346 (1-2), 116-128 (2002).

Smiley, R. D.\*, **T. R. Collins\***, G. G. Hammes, and T.-s. Hsieh. Single-molecule Measurements of the Opening and Closing of the DNA Gate of Topoisomerase II." *Proceedings of the National Academy of Sciences USA*, 104 (12), 4840-4845 (2007). \* = **Co First authors**

**Collins, T. R. L.**, G. G. Hammes and T.-s. Hsieh. Analysis of the Eukaryotic Topoisomerase II DNA Gate: A Single Molecule FRET and Structural Perspective. *Nucleic Acids Research*, 37 (3), 712-20 (2009).

**Collins, T. R. L.** and T.-s. Hsieh. Monitoring the Topoisomerase II DNA Gate Conformational Change with Fluorescence Resonance Energy Transfer. *Methods in Molecular Biology: DNA Topoisomerases*, 582, 59-70 (2009).

Kasiswathanan, R.\*, **T. R. L. Collins\***, and W. Copeland. The Interface of Transcription and DNA Replication in the Mitochondria. *Biochemica et Biophysica Acta (BBA)-Gene Regulatory Mechanisms*, 1819 (9-10), 970-978 (2012). \* = **Co First authors**

Chen, Y-t.\*, **T. R. L. Collins\***, Z. Guan, V. B. Chen, and T.-s. Hsieh. Probing Conformational Changes of Human DNA Topoisomerase II $\alpha$  by Pulse-Alkylation Mass Spectrometry. *Journal of Biological Chemistry*, 287, 25660-25668 (2012). \* = **Co First authors**

---

**PROFESSIONAL SERVICE**

---

NIH Training Director's Committee	August 2012-Present
NIH Training Director's Postdoctoral and Summer Internship Program Subcommittees	August 2012-Present
NIEHS 'Enhancing Local Industry Transitions Through Exploration' [ELITE] Program Advisor	August 2013-Present
NIH Working Group on Women in Biomedical Careers	January 2013-Present
NIEHS Trainees' Assembly Advisor	August 2012-Present
NIEHS Biomedical Career Symposium Advisor	August 2012-Present
NIEHS Global Environmental Health Program Implementation Planning Team	2012-Present
NIH DIR Council General Assembly Member	November 2011-Present
NIEHS Cross-Divisional Implementation Planning Team: NIEHS Website and Social Media	October 2012-2013

---

**PAST AND PRESENT MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

---

National Postdoctoral Association  
United Mitochondrial Disease Foundation  
National Alliance on Mental Illness  
Protein Society  
American Association for the Advancement of Science  
American Society for Biochemistry and Molecular Biology  
American Physical Society  
Materials Research Society

---

**REFERENCES**

---

**Lori Conlan, Ph.D.** • Director of Postdoctoral Services and Career Services Center • Office of Intramural Training and Education • National Institutes of Health • 2 Center Dr. • MSC 0234 • Bethesda, MD 20892 • Phone: (301) 435-7231 • [conlanlo@mail.nih.gov](mailto:conlanlo@mail.nih.gov)

**Sharon Milgram, Ph.D.** • Director • Office of Intramural Training and Education • National Institutes of Health • 2 Center Dr. • MSC 0240 • Bethesda, MD 20892 • Phone: (301) 594-2053 • [milgrams@mail.nih.gov](mailto:milgrams@mail.nih.gov)

**Sabrina Robertson, Ph.D.** • Assistant Professor, Department of Molecular Biomedical Sciences • North Carolina State University • 2800 Faucette Dr. • Campus Box 7512 • 6103 Jordan Hall • Raleigh, NC 27695 • Phone: (919) 513-0330 • [sedought@ncsu.edu](mailto:sedought@ncsu.edu)

**Mallikarjuna R. Metukuri, Ph.D., RAC** • Medical Affairs Scientist • INC Research • 3201 Beechleaf Court St 600 • Raleigh, NC 27604 • Phone: (919) 257-6712 • [mallik.metukuri@incresearch.com](mailto:mallik.metukuri@incresearch.com)

**William C. Copeland, Ph.D.** • Principal Investigator and Chief, Laboratory of Molecular Genetics • National Institute of Environmental Health Sciences • 111 T.W. Alexander Drive • Mail Drop E3-01 • Research Triangle Park, NC 27709 • Phone: (919) 541-4792 • [copelan1@niehs.nih.gov](mailto:copelan1@niehs.nih.gov)

---

**CORE COMPETENCIES**

---

Biomedical research, Data Analysis, Training, Planning, Coordination, Organizational Skills, Decision Making, Technical knowledge, Oral Communication, Written Communication, Presenting, Organizational skills, Leadership, National Policy Interpretation, Professionalism, Mentoring, Coaching, Problem-solving, Strategic Planning, Goal-Setting, Program Development, Program Design, Program Governance

---

**RESEARCH AND TECHNICAL SKILLS**

---

Biochemistry, Biophysics, Molecular Biology, Environmental Health Science, Chemistry, Toxicology, DNA-Binding Proteins, Grant Writing, Scientific Writing, Scientific Presentations