

Peg Hart

pshart@uark.edu
peg.smith.hart@gmail.com

479.575.6402 (W); [REDACTED]
[REDACTED]

PROFESSIONAL PROFILE

- Research Administrative professional with 7+ years' experience supporting researchers at the university level and at tech startup companies in the life, medical, and biomedical sciences to acquire non-dilutive research funding.
- Integrated team member with 10+ years' experience coordinating interactions with business and academic units effectively and professionally to provide solutions for researchers, investors, CEOs, employees, and guests.
- Collaborative team member with strong organizational, communication, decision making, and time management abilities.

EXPERIENCE

- 2020-present ***Biomedical Engineering Department - University of Arkansas, Research Coordinator***
- Work with research investigators on research proposal submissions, post awards, and closeout activities
 - Work with faculty and staff members throughout the university to support the department's activities consistent with its goals and mission
 - Member of the College of Engineering Communications Group, providing assistance in preparing newswire articles and blog posts related to grant awards and special notices for the department
 - Member of three department committees: Budget, DEI, and Staff Search Committees
- 2014-2020 ***VIC Technology Venture Development, LLC, Research Administrator/Office Manager***
- Worked with primary investigators and research institutions on grant proposal submissions
 - Set-up companies in government grant systems (SAM, grants.gov, NIH & NSF)
 - Communicated with professors during formation of IP-based tech startups
 - Prepared investment documents and communicated with investors
 - Maintained corporate records for various Boards
 - Reviewed and edited research proposals, press releases, e-newsletters, and correspondence
- 2011-2014 ***UA Technology Development Foundation, Assistant to the President***
- Provided support to affiliates and guests of the Arkansas Research & Technology Park
 - Assisted UA Patent & Copyright Committee with record keeping
 - Communicated with UA Administration and business leaders on Board matters
 - Created quarterly newsletters, maintained webpage and Facebook page for ARTP
 - Gathered data and prepared layout for annual report publication
- 2008-2011 ***Washington County Library System, Greenland Library Clerk***
- Assisted library patrons with research and selection of materials
 - Researched special requests from other libraries through inner-library loans
 - Spearheaded reactivation of Friends of the Library and recruited members
- 2001-2008 ***Family Business, Manager***
- Provided bookkeeping for family-owned rental units
 - Maintained budget for work projects; hired/supervised contractors
- 1997-2000 ***NWA Rape Crisis, Director of Education/Co-Director***
- Offered crisis intervention to teen and adult sexual assault survivors in 3-county area
 - Wrote, presented, and tracked grant proposals
 - Provided prevention education to students and continuing education for professionals

EDUCATION

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[REDACTED]

- Master of Business Administration, University of Arkansas
- Bachelor of Arts in Journalism (Public Relations/Advertising), University of Arkansas
- Teaching Certificate (English and Journalism) University of Arkansas

CERTIFICATIONS

- Certified Research Administrator (CRA)

PROFESSIONAL AFFILIATIONS

- National Council of University Research Administrators
- Women's Giving Circle, University of Arkansas
- University of Arkansas Alumni Association

CURRENT AFFILIATIONS

- City of Fayetteville Animal Shelter, volunteer animal socializer (halted during COVID)
- Friends of the Greenland Library
- Georgia Kunze's Monday Night Book Club

PAST AFFILIATIONS

- City of Fayetteville Civil Service Commission, Commissioner
- City of Fayetteville Juvenile Concerns Committee, Teacher Representative
- EOA Head Start Policy Council of Washington County, Community Representative
- Fayetteville Chamber of Commerce Community Development Committee
- Fayetteville's Chamber of Commerce Education Committee
- Fayetteville Jaycees
- Ozark Literacy Council, ESL tutor
- Washington County Juvenile Justice Advisory Board
- Washington County League of Women Voters

REFERENCES

- **Dr. Raj Rao**, Professor and Department Head
Biomedical Engineering Department
College of Engineering
University of Arkansas
rajrao@uark.edu, 479.575.8610
- **Sarah Goforth**, Executive Director
Office of Entrepreneurship and Innovation
Walton College of Business & Division of the Vice Chancellor for Economic Development
University of Arkansas
sgoforth@walton.uark.edu, 479.225.7185
- **Pat Turner**, Senior Grants Specialist
Office of Sponsored Programs
University of Arkansas
pturner@uark.edu, 479.575.8482