

Ann Johnson

☞ SUMMARY OF QUALIFICATIONS

- Scientific research experience, including conducting research studies and data analysis
- Scientific writing experience
- Biology and chemistry laboratory experience
- Teaching and presentation experience, including academic posters and PowerPoint presentations
- Excellent writing and verbal communication skills
- Diplomatic and constructive approach to problem solving
- Project coordination and management skills
- Extensive experience working with regulatory agencies and assuring compliance with state and federal statutes
- Computer program proficiency:
 - Microsoft Office Suite (Word, Excel, Publisher, Access, PowerPoint)
 - Adobe Acrobat
 - STATA 9 Statistical Software

☞ EDUCATION

Bachelor of Science, Biology <i>University of Utah</i> Chemistry minor	Aug 2001 – Dec 2005
Master of Public Health <i>University of Utah</i>	Aug 2006 – Present, Anticipated Graduation: August 2008

☞ EMPLOYMENT EXPERIENCE

IRB Administrator <i>Institutional Review Board, University of Utah, Salt Lake City, Utah</i>	Jul 2007 - Present
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- Interpret and provide comprehensive guidance to principal investigators, research and support staff on complex human subjects' research regulations. Ensure the conduct of high quality human subject research.
- Plan, develop and administer comprehensive educational programs pertaining to human research protections and IRB review processes for members of the IRB, principal investigators, and research and support staff.
- Make recommendations to the ongoing development of electronic protocol submission and tracking system. Develop and maintain web pages and web-based training programs.
- Develop and revise IRB office policies and procedures, forms and content of guidelines and other materials posted on the IRB website.
- Respond to external compliance audits. Regularly prepare reports on IRB office activities and assesses regulatory compliance with IRB documentation requirements.

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Project Coordinator

Feb 2006 – Jul 2007

Institutional Review Board, University of Utah, Salt Lake City, Utah

- Review amendment and continuing review applications for human subject research.
- Provide advice and guidance to regulatory and compliance officials on IRB policies, submission of application materials and review requirements.
- Facilitate a monthly meeting for IRB board members to review and assess human research.
- Take minutes of medical and ethical issues discussed at meetings and ensure accurate documentation of final committee determinations.
- Maintain up-to-date understanding of federal, state, and university laws, regulations, and guidelines governing human subject research.
- Assist in writing standard operating procedures and research application content for the online IRB application and database system (ERICA).

Assistant to the Senior Associate Registrar

Jul 2004 – Feb 2006

Registrar's Office, University of Utah, Salt Lake City, Utah

- Write and edit publications, including annual reports, training manuals, and office forms.
- Design a standardized training manual format.
- Research, analyze, and present data regarding student registration trends.
- Provide support to students and university staff throughout six divisions of the Registrar's Office, including system navigational assistance, customer service, data entry, and secretarial work.
- Participate on committees aimed at improving public relations and organizing events.
- Coordinate employees involved in the office cross-training program.

Assistant Supervisor, Customer Service

Dec 2001 – Jul 2004

University Bookstore, Salt Lake City, Utah

- Supervise, schedule, hire, and train 30-40 employees.
- Collect data and maintain records involving customer flow and daily sales.
- Reconcile phone card sales accounts.
- Coordinate events with sales departments of the bookstore to ensure sufficient cashier coverage.
- Verify and process scholarship and campus accounts.

RESEARCH EXPERIENCE

Research Assistant

Jul 2006 – Nov 2006

Department of Health Promotion and Education, University of Utah, Salt Lake City, Utah

Title: BALANCE Validation Study

Investigator: Marilyn S. Nanney, Ph.D.

Responsibilities:

- Participant recruitment and enrollment
- Data collection

PROFESSIONAL DEVELOPMENT

Institutional Review Board Member

Jul 2007 - Present

University of Utah

Office of Global Health Internship

Jan 2008 - Present

Department of Family and Preventative Medicine, University of Utah, Salt Lake City, Utah

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☞ REFERENCES

John P. Stillman

Institutional Review Board Director, University of Utah

801-587-9136

Anna P. Shirley

Former Institutional Review Board Administrator, University of Utah

801-918-9847

Sondra T. Miller

Former Senior Associate Registrar, University of Utah

801-444-2359

Susan Manning

Supervisor, Post Office at the University Bookstore

801-581-6326