

RADHIYAH (Thea) I. MILLER-SMITH, Ed.D., CRA

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EDUCATION AND CERTIFICATIONS

Doctor of Education, Organizational Change and Leadership, University of Southern California
Dissertation: *Examining The Underrepresentation Of African Americans in the Senior Executive Service Within the United States Federal Government's Civilian Workforce.*
Committee: Jennifer Phillips, D.L.S., (Chair), Helena Seli, Ph.D., Michael Nichols, Ed.D., J.D.
Nominated for Dissertation of Distinction Award

Master of Arts, Management and Leadership, Webster University

Bachelor of Arts, Business Management, Charleston Southern University

Department of Defense (DoD) Certified Acquisition Professional, Contracting: Level III
Issued By: Defense Acquisition Workforce Improvement Act (DAWIA), No Expiration

Certified Research Administrator (CRA) – Certification Number 2009201509
Issued By: Research Administrators Certification Council (RACC), Expires December 31, 2027

Harvard University Executive Education, Kennedy School of Government – Emerging Leaders Executive Certification

TEACHING EXPERIENCE

University of Southern California, Los Angeles, California

Adjunct Associate Professor (Rossier School of Education): May 2025 - present

Adjunct Assistant Professor (Rossier School of Education): Jan. 2022 - May 2025

- Provides asynchronous instruction, promoted student engagement, maintained flexible office hours, and provided timely feedback and grades for submitted assignments to doctoral students and doctoral candidates.
- Conducts lectures and provided students with feedback on assignments and projects.
- Participates in faculty meetings, faculty trainings, and professional development activities.
- Develops and maintained professional relationships with university personnel.
- Develops lesson plans for courses.
- Mentors and advises students on course material and personal development.
- Develops and maintains professional relationships with university personnel.
- Utilizes technology, including the 2SC, and Brightspace learning platform, for course management and student-teacher communication.
- Assists course lead with the development of student learning objectives and outcomes.
- Assists course lead with the development of new course curriculum.

Courses Taught:

- EDUC 523: Challenges in Urban Education: Diversity, 1st Year Doctoral Students, Synchronous
- EDUC 732: Building Capacity for Organizational Change, 3rd Year Doctoral Students, Synchronous

Dissertation Associate (Rossier School of Education): Jan. 2022 – present

- Provided 3rd Year doctoral students and candidates guidance and encouragement through their dissertation design, initial draft, and final draft, resulting in a high-quality, doctoral-level dissertation.
- Collaborated with committee chair and members to shape dissertation's content and methodology.
- Encouraged students to summarize and publish their finding to make a substantive contribution to the student's career and discipline.

Scholarship Committee Member Reviewer/Interviewer: Jan. 2022 – present

- Served on Black Alumni Association Scholarship Committee for undergraduate & graduate student applications.
- Reviewed and rated undergraduate & graduate student applications to select the most qualified applications.
- Interviewed and selected scholarship finalists.

Student Recognition Award Reviewer: Jan. 2022 – present

- Served on USC's Award Scholarship Committee to review potential awardees for all USC undergraduate & graduate students.
- Reviewed and rated undergraduate & graduate award nomination packages to select the most deserving students.

Guest Lecturer (Rossier School of Education): May 2021 – May 2022

- Provided professional insight to 3rd year doctoral students and candidates on related unit topics.
 - EDUC 523: Equity and Inclusion in Organizational Contents
 - EDUC 523: Challenges in Urban Education: Diversity
 - EDUC 732: Building Capacity of Organizational Change

PRESENTATIONS

Presenter, Defense Logistics Agency - Energy, April 2023

Title: FAR Part 43, Contract Modifications 101 – Contracting Officer's Representatives (COR) Members
Synchronous

Subject Matter Expert Interviewee, Oracle Corporation, June 2020

Title: Grants Management – Life-Cycle of an Award, Video Recorded Training Tool
Synchronous

Presenter, The George Washington University, June 2014

Title: Closeouts – Newly Implemented Process, Research Community Members
Washington, D.C.

Co-Presenter, The George Washington University, May 2014

Title: Collaborative Research Administrators Group (CRAG) Presentation, Research Community Members
Washington, D.C.

Presenter, The George Washington University, April 2014

Title: Cost Overrun Presentation, Research Community Members
Washington, D.C.

Co-Presenter, National Council of University Research Administrators (NCURA) National Conference, August 2013

Title: Life After CRA Certification
Washington, D.C.

Presenter, Emory University, quarterly presentations: January 2008 to December 2009.

Title: Closeout Process, Research Administration, RAE Foundation Program
Atlanta, G.A.

Co-Presenter, Society of Research Administrators (SRA) International Meeting, June 2006

Title: Public Speaking Workshop
Charleston, S.C.

LEADERSHIP EXPERIENCE

Moderator, Committee to Advance Equity & Inclusion (CTAE&I) – “A Deeper Understanding of How to Operationalize Equity.”, October 2024

Provided insightful perspectives to workforce on how to embed equity into our culture with an intentional commitment to grow, learn, and strengthen our dedication to our workforce members through self-discipline, trust and respect. Insights provided by the renowned Dr. Charles Barber, a Technology, Entertainment, and Design (TEDx) speaker and Chief Diversity Officer from the National Science Foundation.

Program participants exceeded 150 persons (in-person and remote participants).

Defense Logistics Agency Energy

Event Contributor, Acquisition Workforce Hispanic Heritage Month Program – October 2024

Provided an enriching cultural competence to enhance the awareness of the invaluable contributions made by the Hispanic workforce members through an engaging panel discussion featuring esteemed Hispanic leaders from the DLA organization and Washington D.C. area.

Program participants exceeded 400 persons (in-person and remote participants).

Defense Logistics Agency Energy

Event Contributor, Acquisition Workforce Women’s History Month Presentation – “Women Who Advocate for Equity, Diversity, and Inclusion.”, March 2024

Provided valuable and immense content contributions to the Division Chief of Policy & Procedures and team members.

Program participants exceeded 300 persons.

Defense Logistics Agency Energy

Chairperson, Diversity & Inclusion Committee, October 2023 to present

Rebranded: Committee to Advance Equity & Inclusion (CTAE&I)

Leads committee initiatives to establish and sustain paths for DLA to achieve and sustain workforce diversity, equity, and inclusion in accordance with Department of Defense regulations. Develop and implement plans as approved by Level Two (Advisory & Integration Council) and Level Three (Commander, Deputy Commander, Acquisition Executive, and Chief of Staff) leadership.

Defense Logistics Agency Energy

Mentor/Peer Reviewer for Doctoral Candidates, May 2018 to present

University of Southern California, Rossier School of Education, Organizational Change & Leadership (OCL)

Mentor for Junior Contract Specialist, March 2020 to present

Serves as a resource to develop Junior Contract Specialists on contract administration including: concise document preparation that “tells the story” without fluff, providing several rounds of feedback on drafts prepared, weekly training sessions, and career development guidance.

Defense Logistics Agency Energy, Utility Privatization Services Division

Moderator, Acquisition Workforce Black History Month Program – “Celebrating the Accomplishment of African Americans in the Armed Forces and Civilian Service”, February 2022

Responsible for the impartial, open, enthusiastic, and unbiased facilitation of a six-member panel discussion. Panel members included a United States Army Commander, Division Director of Utility Services, Division Chief of Policy & Procedures, and a Contract Specialist intern. Duties included the introduction of panelists, addressed pre-determined questions, and accepted questions from the audience of over 300 participants.

Defense Logistics Agency Energy

Level One Leadership Team Member, Diversity & Inclusion Committee, March 2021 to present

Serves on development committee to establish a path for the agency to achieve and sustain workforce diversity and inclusion in accordance with Department of Defense regulations. Present plans and ideas to Level Two (Advisory & Integration Council) and Level Three (Commander, Deputy Commander, and Chief of Staff).

Defense Logistics Agency Energy

Mentor for Junior Contract Specialist, November 2017 to March 2020

Knowledge shared to train and develop Contract Specialists on contract preaward and postaward administration including: purchasing software products specific to the Department of Defense, proper assembly of combined solicitation documents, contract closeout, and the appropriate preparation of document for legal review.
United States Marine Corps, Regional Contracting Office

PROFESSIONAL EXPERIENCE

2020 – **Department of Defense, Defense Logistics Agency Energy**
8725 John J. Kingman Road, Fort Belvoir, Virginia

Jan. 2025 – *Bulk Petroleum Supply Chain Services (Business Unit: FESA)*
Present

Supervisory Supplier Operations Section Chief & Contracting Officer - Warranted (GS-14):

- Supervisory Contract Specialist and Contracting Officer with Unlimited Warrant responsible for managing and directing the full range of contract negotiations, award, modification, administration, and termination of contracts encompassing the full range of diverse and complex types including but not limited to the application of new and advanced concepts.
- Exercises responsibility for the proper application of procurement laws, rules, regulations, decisions, and other directives and sound business judgment on all contractual actions.
- Reviews proposed solicitations and awards. Leading negotiations for major problem transactions, arbitrating and resolving differences, and negotiating counter offers or rebuttals where subordinates cannot reach resolution.
- Directs, plans, organizes, and integrates the work of subordinates in the performance of acquisition functions, involving complex pre-award, post-award, and contract administration management processes.
- Ensure proper resources and mechanisms are in place to support the development of ongoing maintenance of procurement policies, business rules, system enhancements, and training, under the direct from higher management authority.
- Reviews and approves projects, decisions, and contracts to ensure compatibility and consistency of interpretation ensuring contracts are executed accurately to reflect DoD/DLA policies and directives.

Mar. 2020 – *Utilities Privatization Services (Business Unit: FEEA)*
Jan. 2025

Jan. 2023 – **Contracting Officer - Warranted (GS-13):**
Jan. 2025

- Contracting Officer with Unlimited Warrant responsible for the full range of contract procurement and administration of 50-year utility services contracts under U.S.C. 2688 and FAR Part 41, including analyzing, negotiating, settling contractual agreements or issues for a portfolio exceeding \$2.1 Billion.
- Served as Interim Supervisor to a team of up to five employees, initiating one-on-one and team meetings for direct reports and Contract Specialists (GS-7 to GS-13s) assigned to team and procurements, fostering a team environment, encouraging critical thinking, and providing insight/advice as issues arise.
- Served on hiring committees to review and select candidates to interview. Rating interviewees, checking references, and providing recommendations to the hiring official.
- Continued all contracting duties captured in experience from March 2020 – January 2023.

Nov. 2020 – **Lead Contract Specialist (GS-13):**
Jan. 2023

- Performed the full range of contract administration related to utility distribution services in accordance with U.S.C. 2688 and FAR Part 41, including analyzing, negotiating, settling contractual agreements or issues for a portfolio exceeding \$2.1 Billion.

- Served as On the Job Trainer (OJT) for two interns (GS-7) in the PaCER program; delegating, reviewing, and providing direction for routine contract administration tasks. Encouraged questions and critical thinking through weekly meetings in an effort to promote continued growth and knowledge of contracting. Advised feedback to PaCER's first-line supervisor regarding performance; provided formal feedback on a quarterly basis through Quarterly Reports; provided ongoing informal feedback and informal training development.
- Led monthly meetings with contractors and government officials.
- Led extensive negotiations to resolve complex contractual issues including Request for Equitable Adjustment.
- Reviewed and approved work products from Junior Contract Specialists, up to the point of signature.
- Conducted contract administration trainings for Junior Contract Specialists.

Mar. 2020 –
Nov. 2020

Contract Specialist (GS-13):

- Performed the full range of contract administration related to utility distribution services in accordance with U.S.C. 2688 and FAR Part 41, including analyzing, negotiating, settling contractual agreements or issues for a portfolio exceeding \$2.1 Billion.
- Prepared Acquisition Plan (AP), documenting details of the solicitation and type of contract envisioned.
- Prepared Request for Proposal (RFP), selecting clauses, terms and conditions required by FAR and agency.
- Monitored the solicitation through its entire phase, issuing amendments, answering potential offerors' questions, and conducting pre-proposal conferences.
- Assured all contractors and were treated equally to maximize receipt of competition and minimize protests.
- Analyzed contractor's offers and prepared price analysis reports and formulated negotiation strategies.
- Conducted extensive negotiations before and/or after contract award.
- Conducted industry surveys or market analysis to determine availability of service and identify suppliers.
- Handled complex post-award actions, justifying and explaining issues and positions, and making recommendations to the Contracting Officer for contractual problems.

Nov. 2016 –
Mar. 2020

Department of the Navy
United States Marine Corps (USMC)
Regional Contracting Office (RCO)
2010 Henderson Road, Quantico, Virginia

Contract Specialist (GS-12):

- Performed pre/post award contracting functions to ensure the timely fulfillment of requirements for the USMC Base Operation customers, who represent 60% of the entire RCO customer portfolio, including the Base Commanding Officer.
- Reviewed requisition packages for adequacy and compliance with regulatory and procedural requirements.
- Recommended contractual strategic recommendations to the Contracting Officer for the most appropriate method of procuring a variety of supplies and professional and/or technical services.
- Reviewed funding packages for accuracy and completeness, in accordance with USMC guidance.
- Assisted customer activity representatives with necessary revisions of their Statement of Work or Performance Work Statements.
- Prepared and issued solicitations selecting the appropriate vehicle (FBO, GSA, DoD ESI), FAR clauses, evaluation criteria, including delivery requirements or other routine supplemental stipulation up to the point of signature, including acquisition strategies, requests for information, sources sought, requests for quotation, requests for proposal, source selection plans, determination and findings, and plan of actions & milestones.
- Performed analysis of contractor's quotations or proposals, analyzing price and other evaluation factors.
- Prepared award documents and modifications, up to the point of signature.

2014 – 2016 *Department of Defense
Defense Contract Management Agency
14501 George Carter Way, Chantilly, Virginia*

Feb. 2016 – *Cost and Pricing Center, Headquarters*
Nov. 2016

Contracts Price Cost Analyst / Cost Monitor (GS-12):

- Analyzed and evaluated cost and price data contained in contractor rate proposals to determine fair and reasonableness of all elements of cost, specifically direct labor hours/rate and indirect rate calculations using accounting, auditing, and economic forecasting techniques, and recommended pricing objectives to the Corporate Administrative Contracting Officer. Worked closely with DCAA to request necessary audits.
- Prepared Direct Labor and Indirect Rate Pre-negotiation Memorandum (PNOM) in accordance with applicable FAR clause(s), DCMA Instructions, and local policies and procedures, up to the point of signature.
- Track monthly trends between forward pricing rates proposed and actuals accrued in accordance with DFARS, PGI, and DCMA Instructions.
- Prepared quarterly and annual reports to Supervisory Contracting Officer via Corporate Administrative Contracting Officer showing any significant deviations from historical and negotiated forward pricing rates and factors.
- Conferred frequently with contractor executives and staff for the resolution of problems regarding rate calculations and variances.

Aug. 2014 – *Contracts Management Office (CMO), Eastern Region*
Feb. 2016

Contract Administrator, Post Award (GS-11):

- Provided detailed acquisition management and oversight through contract receipt/review, mostly consisting of Northrup Grumman CAGE codes.
- Managed cost, schedule, and performance in accordance with the FAR clauses and contractual requirements to ensure overall mission accomplishment.
- Worked collaboratively with warranted Administrative Contracting Officer (ACO), contractors, and government officers, including Quality Assurance, Government Property, and Cost and Pricing to resolve issues identified throughout the life of the contract.
- Reviewed non-reportable and reportable contract audit reports for timely resolution and disposition. Identify any questioned costs, direct or indirect. Discuss/confirm results with the DCAA auditor, as needed. Follow Contract Audit Follow-Up (CAFU) Instruction IAW DCMA INST 126.
- Resolved delivery schedule problems with contractor and buying activity, and negotiates delivery schedule changes. Negotiated with contractors for consideration when schedule delinquencies occurred.
- Processed all contract financing submitted through Wide Area Workflow (WAWF) for expeditious approval, to include Progress & Performance Based Payments.
- Negotiated directly with the contractor regarding final price agreement and prepares supplemental agreement for the contracting officer's signature.
- Performed final closeout of assigned contracts; e.g., assured delivery, inspection and acceptance of contractual end items and that all administrative and reporting actions were resolved.
- Worked to resolve disposition of funds listed on the canceling funds report.
- Prepared de-obligation modifications in accordance with contractors' canceling funds report.
- Reviewed ad-hoc reports to monitor contracts approaching and/or past their final delivery dates, determining their completion based on stated milestones.

Dec. 2013 – ***The George Washington University***
Aug 2014 *Grants & Contracts Accounting Services (GCAS), Virginia Science & Technology Campus*
45155 Research Place, Ashburn, Virginia

Associate Director, Operations:

- Supervised, directed and motivated a team of eight GCAS financial analyst, to provide sponsor level financial reporting and billing services in compliance with sponsors (federal and private) regulations, policies and procedures and industry business practices to achieve division & university missions.
- Monitored and tracked grant activity during the post-award grant period ensuring funds were expended, extended, or returned to funding agency, in accordance with terms and conditions.
- Reviewed costs charged on sponsor projects to ensure compliance with sponsor fiscal requirements, including relevant Office of Management and Budget (OMB) Cost Principles, the Federal Acquisition Guidelines (FAR) and Generally Accepted Accounting Principles (GAAP).
- Reviewed and approved work products including billing reimbursements, invoices, and financial status reports (FFRs) prior to submission to funding agencies.
- Confirmed the appropriateness of all grant related adjusting entries including labor redistributions submitted to GCAS.
- Identified the need and obtaining federal agency approval for significant project changes, financial performance reporting, timekeeping and budget changes.
- Monitored reporting requirements, conflict of interest, and procurement standards.
- Worked collaboratively with appropriate offices and key stakeholders to resolve compliance and fiscal issues prior to the submission of financial reports and invoices.
- Developed and monitored internal controls and processes to ensure accurate, timely and informative financial reports to the applicable federal agency.
- Identified key business drivers and performed detailed analysis to support decision-making and evaluated business unit performance.
- Provided expert advice and guidance to GW staff and research community.
- Oversaw the timely and accurate application of cash received, financial reporting submission and effective management of credit and collection functions for sponsored projects including the timely closeout of awards.
- Developed training and served as an advisor for GW Finance staff and management as related to Sponsored Projects and potential impacts of financial systems throughout the University.
- Served as a management resource in core requirements audit planning, criteria development, compliance/audit implementation and execution, technical assistance and maintained an up-to-date knowledge as related to Sponsored Projects, monitoring the potential impact to the University.

2006 – 2013 ***Emory University***
1599 Clifton Road NE, Atlanta, Georgia

Jul. 2011 – *Emory College of Arts & Sciences, Finance Administration*
Dec. 2013

Senior Manager, Accounting:

- Under the supervision of Chief Financial Officer, developed recommendations for resolving departmental problems. Implemented new policies and guidance for the College.
- Supervised finance staff: Account Support Manager and Senior Accountant.
- Analyzed and approved transactions enforcing Fly America Act, university and federal guidelines through custom PeopleSoft system (Compass).
- Ensured all financial transactions were in compliance with applicable statutes, governing regulations, and university policy.
- Conducted detailed monthly analyses of assigned departmental accounts, analyzing findings and making recommendations to clear and prevent deficit spending.
- Approves monthly purchasing card allocations/reconciliations submitted by departments.

- Review and analyzes grant awards and research agreements ensuring that expenditures on awards are in accordance with funding agency requirements and guidelines.
- Advises department managers and support personnel on difficult and/or complex issues relating to financial grant administrative management.
- Provides grant management services including submitting effort certifications, approving CAS exceptions, billing and collections, and assisting with award closeout and reporting.
- Work with the Office of Grants and Contracts Accounting, the Office of Sponsored Awards, and school personnel to resolve outstanding grant issues including invoicing and appropriate application of payments received.
- Co-instruct biweekly classes offered for the education and preparation of Emory research community for the Certified Research Administrators exam.
- Reviews exception reports and resolves various finance and operational issues including, project deficits and aging transactions in workflow. Provides ad hoc/on-demand financial analysis, within tight deadlines.
- Perform informal stock room inventory reviews and reconciliations.
- Assists in the University's year-end close process.

Nov. 2006 – *Office of Grants & Contracts Accounting (OGCA)*
Jul. 2011

Grants Financial Analyst (Sponsored Research Financial Analyst):

- Managed a complex grant portfolio funded by National Institutes of Health (NIH), including modular R01, cooperative agreements, competing continuations, and Kirschstein National Research Service Award (NRSA) training awards.
- Provided expert and authoritative advice, interpretation, and guidance on statutes, regulations, policies, procedures, and on all aspects of grant/financial mechanisms as required by Office of Management & Budget (OMB) Circulars A110, A21, A133 and CFRs.
- Reviewed Notice of Grant Awards for appropriate reporting requirements.
- Reviewed initial budgets to ensure amounts agreed with funded amounts from sponsors.
- Conducted monthly audits to ensure indirect costs rates were charged and calculated correctly.
- Reviewed and approved expenditures consistent with federal regulatory and University practices.
- Prepared monthly, quarterly, and annual internal and external Federal Financial Report (FFR), formerly known as Financial Status Reports (FSR) for up to 400 awards, to ensure that all obligations incurred met conditions in accordance with federal regulations, program guidelines, cost principles and the specific limitations stated on the Notice of Grant Award. Sponsors include: NIH, Center for Disease Control (CDC), American Heart Association (AHA), Juvenile Diabetes Research Foundation (JDRF), Veterans Affairs Medical Center Veterans Affairs Medical Center (VAMC), United States Agency for International Development (USAID), other foundations, corporations, and universities.
- Successfully managed over 200 additional complex awards during attrition and turnover of colleagues.
- Prepared payment requests to drawdown funding advances and submitted expenditures reconciliation reports through the Department of Health and Human Services (HHS) Payment Management System.
- Corresponded with awardees addressing unusual or unresolved award issues, obtained adequate documentation, and/or to suggested modifications to budgets.
- Led meetings with Principal Investigators and Research Support personnel to ensure compliance and maintain understanding of the grant management requirements including solutions for accelerated spending and deficit balances on awards.
- Served as principal source of information to department contacts and provided policy interpretation (Emory, Federal Notice of Grant Award, and Contractual Agreements) to academic departmental administrators and Principal Investigators.
- Identified and resolved CAS (cost accounting standards) issues of unallowable costs on awards.
- Ensured award recipients maintained compliance with established administrative and financial policies, procedures and sound business practices.
- Served as a technical authority to grantees and federal staff.
- Served as an internal subject matter expert on AHA awards.

- Assisted OGCA directors with the training of newly onboarded staff members. Coached colleagues, leading and assisting in the completion of their assignments as needed.
- Assisted OGCA senior management in the development of policies and procedures and the creation of a guidebook for the department. Developed policy initiatives in response to critical problems or as needed by changing circumstances.
- Instructed quarterly trainings on post award financial management to researchers and department support staff in Emory community through three-day certification course (eRAE).
- Mentored Emory research community in preparation for the Certified Research Administrators exam.

1999 to 2006 ***Medical University of South Carolina***
171 Ashley Avenue, Charleston, South Carolina

Oct. 2005 – *College of Medicine, Department of Psychiatry*
Oct. 2006 Divisions of Public, Youth & Weight Management

Business Manager:

- Supervised two business support personnel by assigning weekly tasks. Evaluated their time management & work performance. Conducted weekly planning meetings to discuss potential projects, employee concerns, frustrations, or difficulties.
- Coordinated all personnel efforts including recruitment, hiring, interviewing and separations for the division to include the preparation of position descriptions, reclassifications, and performance evaluations.
- Prepared, monitored, and approved all personnel action forms (Position/Employee Action Request [PEAR]) for the division to ensure funding for faculty, staff and temporary grant employees.
- Interfaced with department business managers to ensure continuous support of their grants & contracts.
- Supervised the reconciliation of monthly financial reports for over sixty accounts (SmartStream).
- Monitored and approved sick and annual leave requests to ensure accuracy of monthly time summaries (via KRONOS).
- Inputted and verified biweekly time keeping and leave entries.
- Conducted weekly financial briefs to division directors, Chief Finance Officer, and faculty.
- Conducted monthly meetings with Principal Investigators to review the financial condition of their awarded grants and contracts.
- Assisted Principal Investigators with the preparation & assembly of Request for Proposals (RFPs).
- Managed grants from the pre-award process to the post-award closeout.
- Supervised the coordination of all procurement services for the division.
- Supervised the processing of all invoices for payment.
- Audited all division credit card transactions using InfoSpan.
- Served as liaison between multiple divisions and departments within Psychiatry and the Office of Research & Sponsored Programs, Office of Grants & Contracts Accounting, Accounts Payable, Procurement, Payroll and Human Resources.
- Attend meetings with the Chairman, Chief Finance Officer, Division Directors, and faculty.

Jan. 2000 – *Office of Research & Sponsored Programs*
Oct. 2004

Fiscal Analyst I /Accountant:

- Prepared the annual fiscal budget in excess of \$9.5 million for Provost share of IDC funds that includes ORSP, ORI, ORD and Provost.
- Coordinated all procurement services for the Office of Research & Sponsored Programs (ORSP), Office of Research Integrity (ORI) and three University Research Resource Facilities (URRF) centers to include travel, equipment, office supplies using Universal Management System--UMS (formerly CMS) to generate Purchase Requisitions, Travel Reimbursement forms, Direct Vouchers, Intra-Institutional Transfers (IIT), Journal Entries and Purchasing Card forms.
- Reconciled monthly financial SmartStream reports for over twelve projects (accounts).

- Prepared management level reports of all financial activity for the University Provost, Director, and Assistant Director.
- Prepared Position/Employee Action Request (PEAR) forms for salary increases, fund changes and name/address changes for 30+ employees.
- Processed all invoices for payment.
- Audited and allocated credit card transactions using InfoSpan.
- Prepared Journal Vouchers to process interdepartmental transfers as approved by the Provost. Posted associated IIT revenue using SmartStreams.
- Coordinated with Academic Affairs for processing all Intellectual Property income.

PROFESSIONAL SERVICE

- **Speech Writer, Defense Logistics Agency Energy** – (2024 – present). Authors speeches and talking points for senior military commanders, deputy commander, and senior government officials aligning tone and messaging with strategic goals in preparation for agency heritage month programs. Thoroughly research military guidelines and standard language style to ensure accuracy, relevance, and persuasive impact. Closely collaborate with multiple stakeholders to incorporate key themes and narratives that reflect organizational values and priorities. Ensure messaging is compatible for diverse platforms, including public addresses, press events, and internal communications while adhering to protocols and capturing the voice of commanding officers. Collaborate with public affairs, legal, and policy teams to ensure consistency and impact across communications.
- **Committee Member, University of Southern California (USC) Part-Time (PT) Faculty Committee** – (2023 – present). Participate in the monitoring and evaluation of the working environment, terms and conditions of employment, job security, compensation, benefits eligibility, opportunities for participation in governance, and opportunities for professional advancement provided to PT faculty, making recommendations to Senate and University committees, for all issues impacting PT faculty.
- **Committee Member, University of Southern California (USC), Rossier School of Education, Mentoring Committee** – (March 2024 – present). Serve a mentor to students from low-income and minoritized backgrounds as they work on their college applications and transition to college.
- **Committee Member, National Council of University Research Administrators (NCURA), Diversity, Equity, and Inclusion Collaborate Community Working Group** – (2022 – 2024). Advised committee chairperson on activities central to NCURA's mission as an organization dedicated to assisting members with professional interests in the administration of sponsored programs at colleges and universities.
- **Committee Member, Career & Technical Education (CTE) Advisory Committee, Stafford County Public Schools, Virginia** – (2018 – 2019). Advised the Stafford County School Board on community perspectives about the school division's CTE programs, services, and activities consistent with the requirements of relevant law, rule and/or regulation impacting 73% of the entire high school student body (total student impact = 7,076 [five high schools in the county]).
- **Community Volunteer, So Others Might Eat (SOME)** – Washington, DC (2016 – present). Community outreach through donations, collections, and distributions for a local homeless shelter.
- **Chair, Juvenile Diabetes Research Foundation (JDRF) Government Relations Committee, Georgia** – Atlanta Chapter (2012 – 2013). Developed and managed Advocate team that engaged and grew the Georgia base of Advocates. Represent JDRF's Advocacy Program at Chapter Events, recruit and manage Advocacy Team including Recruitment Coordinator, Data Coordinator, and Activation Coordinator. Served as board member of Chapter Board and Executive Committee Board. Met locally with members of Congress, connecting them with their constituents to support JDRF's mission.
- **Recruitment Coordinator, JDRF Government Relations Committee, Georgia** – Atlanta Chapter (2010 – 2012).
- **President, Board of Directors, Whitfield on the Ashley Homeowner's Association, South Carolina** – (2005 – 2007).
- **Preschool Teacher, Wahuba Land – Children's Ministry, Cathedral of Praise, South Carolina** – (2003 – 2005).

MEMBERSHIPS & CERTIFICATES

- University of Southern California Black Alumni Association
- Kappa Delta Pi (International Honor Society in Education)
- University of Southern California Student Alumni Society
- Webster University Student Alumni Society
- African American Federal Executive Association (AAFEA)
- National Contract Management Association (NCMA)
- National Council of University Research Administrators (NCURA)
- SRA International (Society of Research Administrators) (former)
- Toastmasters International – Communication & Leadership Program (former)
- AAFEA Next Generation – Career Development Plan Program, Certificate of Completion
- Sponsored Project Administration Level II (NCURA), Certificate of Completion
- Fundamentals of Sponsored Project Administration (NCURA), Certificate of Completion
- Sponsored Project Essentials (NCURA), Certificate of Completion

PUBLICATIONS

Miller-Smith, R. I. (2020). *Examining the Underrepresentation Of African Americans in the Senior Executive Service within the United States Federal Government's Civilian Workforce*. ProQuest, LLC.

Miller, R. I. (2008, January). *Did You Know? Automatic Carryover*. Emory University Research Admin News, Issue 10, Volume 1.

Miller, R. I. (2008, January). *What are IPAs?* Emory University Research Admin News, Issue 10, Volume 1.

Miller, R. I. (2008, March). *Certified Research Administrator (CRA)*. Emory University Research Admin News, Issue 12, Volume 1.