

# Jazmine Wedlock

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(703) 963-5184

Oxon Hill, MD 20745

## **WORK EXPERIENCE**

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### **Research Administrator**

*Manning College of Information and Computer Sciences, University of Massachusetts*

March 2023 – current

Amherst, MA

- Manage the development and internal approval of research and special project proposals and contracts for submission to federal, state and private funding sources
- Manage the planning and development of grant or contract supported projects and programs
- Develop budgets and budget narratives sufficient to support project or program activities and consistent with applicable requirements
- Manage, advise, reconcile, analyze, close-out and report on spending and budget activity for a number of fund types
- Act as the primary liaison between Principal Investigator and the Office of Pre-Award Services for all pre-award/ proposal matters, the Office of Post-Award Management and the Controller's Office for all post-award matters

### **Lab Manager**

*Dr. Nathan Fox's Child Development Lab, University of Maryland*

September 2021 – current

College Park, MD

- Oversee daily operational functioning, including employee onboarding/off-boarding, purchasing, travel procedures, timesheet approval, and maintenance of the lab space; organize meeting/event scheduling, planning, and setup; develop and enhance standard operating procedures and internal tracking documents
- Oversee compliance with IRB protocols, review and submit amendments and annual reviews on behalf of lab staff, and maintain proper organization, storage, and archive of research-related documents; create and route grant proposals and budgets on behalf of lab staff
- Serve as point-of-contact for business office, building maintenance, information technology (IT), IRB office, and data access/reliance agreement units; facilitate communications between research staff, Principal Investigator, stakeholders, and compliance departments
- Serve as funds custodian for all projects, including the management and oversight of participant compensation, the distribution of funds, conducting monthly reconciliations, developing organizational procedures for tracking funds, and submitting and amending memorandums of understanding

### **Lab Manager/Project Coordinator**

*Dr. Alexander Shackman's Affective and Translational Neuroscience Lab, University of Maryland*

May 2019 – October 2021, April 2023 – current

College Park, MD

- Oversaw daily operational functioning, including employee onboarding, purchasing, travel procedures, and maintenance of the lab space; organized meeting/event scheduling, planning, and setup; developed and enhanced standard operating procedures and internal tracking documents
- Served as funds custodian, which included overseeing project budgets, submitting quarterly reconciliations, creating and updating detailed tracking documents, maintaining all budget-related documentation, and the distribution, tracking, and reconciliation of compensation
- Oversaw compliance with IRB protocols, reviewed and submitted amendments and annual reviews on behalf of lab staff, and maintained proper organization, storage, and archive of research-related documents
- Served as the primary research assistant for a NIH-funded longitudinal study with a final retention

rate of 92%, which included conducting study follow-ups through multiple timepoints, contacting participants and scheduling sessions, tracking study progress, and presenting quarterly reports to project staff

## **Additional Research Experience – Research Assistant**

May 2019 – October 2021

- Dr. Rebecca Schacht’s Substance Abuse and Social History Lab  
*University of Maryland, Baltimore County*
- Dr. Joseph McGuire’s Center for OCD, Anxiety, and Related Disorders for Children  
*Johns Hopkins University School of Medicine*
- Dr. Sandra Llera’s Emotion Regulation and Anxiety Lab  
*Towson University*
- Dr. Jared McGinley’s Emotion Science Lab  
*Towson University*
- Dr. Michael Ent’s Social Psychology Lab  
*Towson University*

## **EDUCATION**

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### **Master of Professional Studies in Clinical Psychological Science**

2022

University of Maryland, College Park, MD

### **Bachelor of Science in Psychology**

2019

Towson University, Towson, MD

#### **Awards**

*Magna Cum Laude*

Clinical Psychology Focus Program

Honors College

Departmental Honors in Psychology