

Howard M. Bergman, C.R.A.

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HIGHER EDUCATION PROFESSIONAL

Leadership • Project Management • Research • Academics
Budgeting • Financials • Grants Management • Admissions

Dedicated, team-oriented, and award-winning professional with over 21 years in higher education. Strong administrative, budgeting, and leadership skills mixed with thoughtful strategies have allowed me to drive increases in funding, improve office dynamics, create fair policies and processes, empower others, and produce more satisfied faculty, staff, and students.

PROFESSIONAL EXPERIENCE

Arizona State University, Tempe, AZ, 04/2011 - Present

Director of Research Advancement, M.L. Fulton Teachers College, 07/2013 – Present

Research Advancement Manager, M.L. Fulton Teachers College, 08/2012 – 07/2013

- Collaborate with faculty to identify, prepare, and submit funding proposals.
- Develop policies and procedures to follow university, state, and federal laws and guidelines.
- Communicate with the Office of Knowledge Enterprise Development (OKED, ORSPA) and the ASU Foundation (ASUF) regarding proposal development, negotiations, and administration of awards.
- Serve on multiple committees and groups for strategic discussions and decisions.
- Supervise staff to ensure personnel issues are handled efficiently and accurately.
- Resolve issues regarding cost-sharing, institutional review boards, intellectual property, export controls, conflicts-of-interest, and other administrative concerns.
- Conduct training sessions and provide consultation to faculty/staff on policies.
- Resolve post-award issues concerning budgets, personnel, and other issues as needed.
- Prepare administrative reports and documents while working under constant deadlines.
- Create website content and maintain relevance of published information and documents.
- Increased research activity and helped MLFTC move from 35th (2012) to 16th (2019).

Research Advancement Administrator, Fulton School of Engineering, 04/2011–08/2012

- Assisted faculty in the development, preparation, and submission of research proposals.

Princeton University, Princeton, NJ, 07/2000 - 04/2011

Program Manager, Applied & Computational Mathematics, 02/2005 – 04/2011

- Supervised six staff members; managed 12 core faculty, 48 associated faculty, 10 postdoctoral associates and visitors, 30 graduate students, and 60 undergraduate students.
- Controlled a budget of \$9.7 million consisting of administrative, endowed, and sponsored funds; responsible for maintaining facilities.
- Organized, prepared, submitted, and managed grant proposals and awards.

Academic Administrator, Ecology & Evolutionary Biology, 12/2001 – 02/2005

Counselor, Office of Graduate Admission, 07/2000 – 12/2001

Northeastern University, Boston, MA, 09/1997 – 02/2000

Administrative Coordinator, School of Nursing

- Managed a National Science Foundation grant and organized an annual conference.

EDUCATION

Rutgers University, New Brunswick, NJ
Bachelor of Arts (B.A.), Psychology, 1996

PROFESSIONAL CERTIFICATIONS & TRAINING

Research Administrators Certification Council, Certified Research Administrator (C.R.A.), 2014
Arizona State University, Tempe, AZ

Leadership in the New American University (LINAU), Supervisor Development Program, 2014
Certificate, Sustainability Literacy Program, 2015

Princeton University, Princeton, NJ

Professional Certificate, Management Development Program, 2010

Sponsored Research Training: Grants Management Module Training, 2006

Trendimi Academy, Event Planning Certificate, 2015

PROFESSIONAL ORGANIZATIONS & COMMITTEES

National Council of University Research Administrators (NCURA), 2012 - Present

University Management Team, Arizona State University, 2014 - Present

Change Management Board, Arizona State University, 2016 - Present

Enterprise Research Administration (ERA) Testing Group, Arizona State University, 2016 - Present

Organizational Excellence Community of Practice, Arizona State University, 2017 - Present

Research Advancement Task Force, Arizona State University, 2018 - Present

Mary Lou Fulton Teachers College, Arizona State University, General Leadership Group, 2018 - Present

Global Sponsored Operations Working Group, Arizona State University, 2019 - Present

Proposal Development Working Group, Arizona State University, 2015 - 2018

Research Administration Emerging Leaders, Arizona State University, 2016 - 2018

WORKSHOPS & COURSES

Project Management Training (ASU); The Practical Side of Leadership (NCURA, Senior Level);

Challenges & Strategies of Workload Management & Organization (panelist);

Keys to Coaching Your Employees; Diversity in the Workplace; Workforce Planning;

Managing Up; Coaching for the Time-Crunched Manager; Building a Culture of Winning;

Motivating and Engaging Staff; Active Listening; Philanthropy in Higher Education;

History of Higher Education; Grants, Cooperative Agreements, and Contracts, Oh My!;

Meaningful Research: Effectively Engaging with Tribal Communities and Working on Tribal Lands

The Proposal Athlete: Applying Endurance Training to Proposal Preparation;

Active Shooter On-Campus Training; DREAMzone certification

COMPUTER SKILLS

Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Outlook, Dropbox, Google docs,

Adobe Acrobat Professional, Adobe Photoshop

ASU Applications: Enterprise Research Administration (ERA), Dashboard, COEUS, Human Resources, myasutrip (travel), Blackboard, SharePoint,

Grant Proposal Software: grants.gov, NSF FastLane, Research.gov, NIH eRA Commons, egrants, EERE eXCHANGE, NSPIRES, proposalCENTRAL; other federal, corporate, and foundation systems

MILITARY

United States Coast Guard, Boatswain's Mate, Shark River, NJ, 1998-2004

United States Department of Homeland Security, Founding Member, 2003

AWARDS

Arizona State University, M.L. Fulton Teachers College,

Arizona State University, Sun Awards (awarded nine; recipient of eight)

National Council of University Research Administrators, Travel Award, 2012

Princeton University, Staff Recognition Award, 2011

Princeton University, Exceptional Merit Award, 2006

Princeton University, Service Appreciation Award, 2005

United States Coast Guard (USCG), Global War on Terrorism Service Medal, 2003; Armed Forces Reserve Medal, 2003; Reserve Good Conduct Medal, 2003; Meritorious Unit Commendation Ribbon, 1999; Unit Commendation Ribbon, 1999; National Defense Service Medal w/Bronze Star, 1998 & 2002

Northeastern University, Straight Arrow Award, 1998

COMMUNITY ACTIVITIES

American Baseball Coaches Association, Member, 2014 - Present

Mountain View Little League, Board of Directors and Manager, 2012 - Present

Scottsdale Soccer, Volunteer Coach, 2011 - Present

American Legion, Member, 1999 - Present

United Way Volunteer, 2003, 2004, 2009, 2013, 2018

John F. Kennedy *Profiles in Courage* Contest, Essay Panelist

Aspen Institute, Member