

# Tameka Sama, MBA, CRA

## Home

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## Business

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## QUALIFICATIONS

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Administrative and technical professional with over 15 years of experience providing comprehensive support to managers and executives in corporate, academic and research divisions. Skilled in:

Research & Center Administration ◊ Business Document & Manuscript Formatting/Editing ◊  
Grant Proposal Preparation ◊ Fiscal Planning & Management ◊ Interdepartmental &  
Community Liaison ◊ Training/Mentoring of Subordinates ◊ University Policy

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## PROFESSIONAL EXPERIENCE

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### ACADEMIC

Arizona State University - Tempe, AZ

#### **Center for Health Information & Research**

**Senior Coordinator and HIPAA Privacy Officer (Phoenix Campus) August 2009 – Present**

*Providing research project/proposal management and facilitation of activities in addition to research center administration work. Reporting to center director and technical programming team.*

- Expanded my research knowledge to assume more responsibility in meeting with prospective clients, determining and writing project specifications, gathering data, assisting with research associate functions, and interacting with technical staff.
- Revised center policies and procedures per changes in federal laws and center structure.
- Successfully prepared human subjects research protocols for internal and external Institutional Review Boards.
- Developed fee schedule and service agreements for faster execution of contracts and streamlining of terms for a standard set of center services.
- Served as primary compliance officer, evaluating all potential projects and initiatives for HIPAA impacts, implementing controls and thoroughly investigating compliance issues as needed.
- Passed the **Certification Examination for Research Administrators (CRA)** under the Research Administrators Certification Council, December 2012.
- Renewed NIH Human Subjects Research Certification (Jan 2018).

**Administrative Associate (Tempe & Phoenix Campus)**

**July 2006 – July 2009**

*Provided full center administration services encompassing accounts management, event planning/scheduling, proposal preparation/grant administration, technical support and liaison work.*

- Extended center responsibilities to include management of all proposal processes from development to submission as well as pre-proposal negotiations and liaison work with local sponsors and external collaborators.
- Collaborated with associate director to streamline research proposal & budget development process, resulting in shorter submission schedules for more than 60 proposals since 2006.
- Established protocols for effective management of research budget, totaling more than \$1 million annually, maximizing expenditures and revenues.
- Profitably established liaison relationships between center and multiple university departments, business units, community clients and sponsors.
- Effectively supervised the workload and evaluated the performance of seven undergraduate student workers.

- Completed NIH's Collaborative Institutional Training Initiative in Human Subjects Research and ASU Systems & Applications Training (PeopleSoft, Research Effort Reporting, Payroll, Financial Reporting, & HIPAA) 2007-09.
- 2008 Recipient, President's Medal for Social Embeddedness.

### **Health and Disability Research Group, W. P. Carey School of Business**

#### **Research Specialist (Tempe Campus)**

**February 2004 – June 2006**

*Specially created position with responsibility increased as group expanded and restructured; initial functions of event/meeting planning and implementation, customer and public relations, oversight of undergraduate and graduate student workers, and some health services research tasks.*

- Increased productivity and efficiency of research group by taking on increasingly greater administrative roles from the senior staff, incorporating oversight of research accounts, purchasing, and some HR functions into my daily workload.
- Completed the ASU Research Administration Certificate Program in 2005, which enabled me to assist the senior researchers with grant proposal development tasks.
- Effectively managed the Child Fatality Review sponsored project comprised of extensive data collection, coordination of multiple, monthly community review team meetings and regular sponsor communications for two years, involving student workers and summer interns in the project.
- Successfully hosted the annual 3-day meeting of the Workers' Compensation Research Group, a national collaborative of members from across the US.
- 2005 Recipient, President's Medal for Social Embeddedness.

### **School of Health Management and Policy, W. P. Carey School of Business**

#### **Office Specialist (Tempe Campus)**

**July 2003 – February 2004**

*Supported graduate level faculty, staff, students and visitors with administrative tasks including receptionist, clerical, secretarial, marketing and technical support.*

- Reduced outsourced tasks of advertising and promotion by utilizing in-house software and equipment to create high quality brochures, flyers, fact sheets and other marketing materials.
- Increased administrative throughput and front office customer satisfaction by 50% through training in advanced office tools and office procedures, resulting in higher levels of productivity and delegation of responsibility.
- Completed Advantage Financial Accounting System Training (2003).

### **Math, Engineering & Science Achievement Program, Ira A. Fulton School of Engineering**

#### **Academic Aide (Tempe Campus)**

**April 2002 – September 2002**

*Conducted one high school residential session and two junior high commuter sessions of the Summer Transportation Institute consisting of classes, field trips, laboratory work and engineering design projects.*

- Achieved a 74% increase from previous year in student matriculation with 54 students.
- Exceeded minority participant targets from previous year by 109% (African American) and 125% (American Indian) students.
- Maintained excellent relationships with all program participants, office staff and community contacts.

### **Tesseract School - Paradise Valley, AZ**

#### **Preschool Teacher Assistant**

**August 2002 – August 2003**

*Assisted in three preschool classes totaling 43 students with added curriculum instruction, general and technical support, and after-school supervision.*

- Planned and implemented large and small group instruction weekly from mid-year until the end of the year as well as substitute teaching, surpassing position responsibilities.
- Maintained seven onsite computers by troubleshooting software and hardware issues, performing various installations and upgrades and providing technical instruction to students and staff.

## TECHNICAL

**AG Communication Systems, Inc.** - Phoenix, AZ

**Technical Staff Member I & II/Lead Engineer**

**July 1997 – March 2002**

*Utilized the software development process to enhance the central office telephone switch with new features.*

- Collaborated with cross-functional software design teams to meet customer requirements and quality goals ahead of schedule, resolving in-house coding, tools and process conflicts.
- Member of diversity retention task force that recommended programs to senior management, resulting in a company-wide diversity initiative.
- Chaired a minority education and recruitment team that awarded \$27,000 in scholarships and internship opportunities to nine college students annually.

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## **EDUCATION**

- Statistics Course (Summer 2011) - Arizona State University (Online)
- French, Two Years of Coursework (2007-09) – Arizona State University, Tempe, AZ
- **Master of Business Administration, Technology Management** (2002) - University of Phoenix, Phoenix, AZ
- **Bachelor of Science, Computer Science** (1997) - Fort Valley State University, Fort Valley, GA

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## **RESEARCH SUPPORT**

### Current Research

Arizona Health Care Cost Containment System (CMS)      McCullough (PI)      10/01/2020-09/30/2021  
Physicians' Use, Exchange, and Evaluation of Electronic Medical Records

Role: Project Coordinator

Goal: Collaboration with the sponsor to track the use of electronic medical records and electronic exchange of health data among allopathic and osteopathic physicians practicing in Arizona.

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## **RESEARCH REPORTS**

McCullough J, Kommareddy S, Sama TL, Runger G, Harootunian G. (September 2021). Physicians' Use of Electronic Medical Records and Exchange of Electronic Health Data, 2019-2021. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL, Kommareddy S. (August 2019). Physicians' use, exchange, and evaluation of electronic medical records 2017-2019. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL, Kommareddy S. (September 2017). Physicians' use, exchange, and evaluation of electronic medical records 2015-2017. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Jongsuksawas A, Kommareddy S, Sama TL. (July 2017). Arizona's Primary Health Care Workforce 2008-2016. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL, Sivandandam S. (September 2015). Physicians' use, exchange, and evaluation of electronic medical records 2013-2015. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL, Caughey W. (November 2014 & April 2014). Physicians' use, exchange, and evaluation of electronic medical records. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL. (October 2013). Physicians' use, exchange, and evaluation of electronic medical records. Phoenix (AZ): Arizona State University, Center for Health Information & Research.

Johnson WG, Harootunian G, Sama TL. (July 2012). *The use of electronic medical records and physicians' attitudes toward a health information exchange*. Phoenix, AZ: Center for Health Information & Research, Arizona State University.

Johnson WG, Wilson BL, Harootunian G, Qiu Y, Sama TL. (December 2010). *Health care workforce data report: nursing and pharmacy in Maricopa County*. Phoenix, AZ: Center for Health Information & Research, Arizona State University.

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## COMMUNITY EXPERIENCE

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### **THE APOSTOLIC CHURCH OF THE HOPEFULS** - Phoenix, AZ – *Non-profit ministry*

*Assisted the pastor in launching this new multi-ethnic and multi-cultural ministry, including worship service coordination, teaching ministry, fiscal management and public relations.*

- Church Administrator, Music/Intercessory Prayer/Bible Study Leader, Sept 2012 – Sept 2019

#### Accomplishments

- Developed an ongoing repertoire of music for praise and worship.
- Implemented branding materials for consistent marketing of ministry, programs and events.
- Supported pastoral evangelism and counseling efforts.

### **PRAYER ASSEMBLY CHURCH OF GOD IN CHRIST** - Phoenix, AZ – *Non-profit ministry*

*Served in various departments, providing administrative, technical and other support to advance the ministry objectives.*

- Sunday School Director (2010 – 2012)
- Editorial Staff Member (2008 – 2012)
- Women's Department Secretary (2007 – 2009)
- Vacation Bible School Director (2006 – 2010)
- Sunday School Teacher (2000 – 2012)
- Bible Study Teacher (1999 – 2011)
- Choir Director, Administrative Assistant & Member (1997 –2012)

#### Accomplishments

- Developed various curriculum and revised others for youth bible study and Sunday school classes for ongoing use.
- Conducted training/mentoring of new youth teachers, improving classroom performance and management.
- Revitalized Vacation Bible School summer ministry, doubling attendance and member participation while reducing operating costs.
- Assisted in music department reorganization for more effective and efficient operations.

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## PROFESSIONAL REFERENCES

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### **Gevork Harootunian**

ASU Statistical Programmer, Sr.  
Phoenix, AZ  
602.496.2008  
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### **Kathleen Russell**

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### **Samuel Melvin**

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