

# *Katrina E. Schreiber*

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Analytical and detail-oriented professional with experience coordinating, planning, and supporting daily operational and administrative functions within a Laboratory and in support of an Executive Vice President's Institutional obligations. I come from a lengthy background of management roles in the research and healthcare fields, with 16+ combined years at TSRI, and plan to continue my lifelong pursuit of assisting my colleagues so they can focus on what they do best...science!

## **QUALIFICATIONS**

Advanced proficiency with government funding and tracking systems including but not limited to NIH xTrain, NIH RePORTER (formerly CRISP), NIH grants.gov and ASSIST, Training and Fellowship Grant submissions and numerous philanthropic foundation application systems.

Able to type 82+ words per minute with 92% accuracy. 10-key: 15,360 keystrokes per hour.

Advanced proficiency with Mac and Windows systems, including but not limited to: MS Office Suite, Adobe Creative Suite, Shared Network Drives and IT Support (including software installation and systems backup).

Strong skills in writing, graphic design, time management, event coordination, multi-tasking, confidentiality and professional interpersonal relations.

Proficient in creating and maintaining websites with Wordpress, Adobe Dreamweaver and Expression Engine software.

## **EDUCATION**

**SEPT 2000 – NOV 2000**

**ACADEMIA HISPANO AMERICANO**

*San Miguel de Allende, Mexico*

Traveled to San Miguel de Allende (2 hours North of Mexico City) by motor coach for a 3 month intensive immersion language study.

**JUN 1998 – JUL 2000**

**SAN DIEGO COMMUNITY COLLEGES (Mesa and City)**

*San Diego, CA*

English Major, various studies (incomplete).

**JUN 1998**

**LA JOLLA HIGH SCHOOL**

*La Jolla, CA*

Completed and received high school diploma with honors and recognition for service as 1st Band Conductor and Female Drum Major in school history, Cheerleading, 2nd Place Division Champion Discus and Magna cum Laude in Latin Studies.

## **PROFESSIONAL EXPERIENCE**

**NOV 2015 – PRESENT**

**THE SCRIPPS RESEARCH INSTITUTE**

*Senior Research Administrative Assistant I*

*Dr. James R. Williamson Laboratory, Department of Integrative Structural and Computational Biology*  
Perform executive administrative duties utilizing acquired techniques and in-depth knowledge of scientific field on an independent basis.

Responsibilities include, but are not limited to: reconciling and recording all accounting expenditures; preparing extensive travel arrangements; processing reimbursements; multiple grant and fellowship management; manuscript preparations; developing images and figures for grant and manuscript submission; processing internal safety protocols; organizing multi-speaker events; training Lab employees in the use of various software programs.

*Dr. James R. Williamson, in the role of Executive Vice President, Research & Academic Affairs*  
Perform all executive administrative duties in support of Research and Academic Affairs at The Scripps Research Institute.

Responsibilities include, but are not limited to: coordination and management of the Institute's Appointments and Promotions Committee (APC), including assisting the Ad Hoc Committees (AHC) for each evaluation and acting as the liaison between the AHC members and the APC members. Coordination and management of the Institute's Fellowship Selection Committee, including announcements and assisting with submission and evaluation of candidates for external fellowship and grant opportunities. Coordination and management of the Institute's extensive Faculty Search Committee, including opportunity posting, application receipt and review management, evaluation meetings, interview logistics and coordination of final offer steps. Review and manage the Executive Office expenditure account with monthly reporting to the EVP.

#### **MAR 2014 – PRESENT**

#### **VIKING REGISTRATION SERVICES**

##### ***Business Partner***

Compliance and regulatory filings (federal and state) for the transportation industry. VRS supports businesses throughout the United States, Mexico and Canada. A critical and vital component of our economy, 78% of California communities depend solely on trucks to deliver their goods. Many of these goods are brought into the United States via Mexico and Canada. VRS advocates for the transportation industry by promoting sound policies to all levels of government to help companies succeed in national and international markets. Managed day-to-day operations working closely with government agencies including the Department of Motor Vehicles, Highway Patrol and Board of Equalization.

#### **MAR 2015 – SEP 2015**

#### **UNIVERSITY OF CALIFORNIA, SAN DIEGO**

##### ***Administrative Specialist***

*Dianne B. McKay, M.D.; Robert W. Steiner, M.D.; David M. Ward, M.D.; Mita Shah, M.D.; Department of Medicine; Division of Transplant Nephrology and Hypertension*

Administrative support for Division Chief and Division Administrators. Responsible for fiscal management and project management in the Division of Nephrology. Responsible for operational and administrative clinical and research activities to include participating in short and long range strategic planning, research protocol coordination; IRB submissions, program and policy development, implementing and managing day-to-day procedures; participating in budget preparation and management; and curriculum development. In collaboration with Faculty and/or PI, responsible for manuscript preparation and publication, grant proposal and submission activities. Independently researches topics, coordinates and composes background information for various clinical and research activities and projects. Performs library searches for scientific journals, compiles the technical portion of annual and final reports. Responsible for development of graphs, tables and other scientific data for manuscripts, lectures and presentations. Coordinates travel, pay authorizations, shipping, high and low value purchase orders, reimbursements, audiovisual equipment, catering, and facilities tasks. Oversees

the program administration of conferences, lecture series, divisional website, academic reviews and assorted special projects.

**JUN 2008 – MAR 2014**

**SCRIPPS TRANSLATIONAL SCIENCE INSTITUTE**

***Manager, Research Administration***

*Manager of administrative personnel within the Department and Director of Translational Research Pilot Award Program. Executive level support to Dr. Eric J. Topol, the Department and STSI Consortium and Key Function Committee Members.*

*Eric J. Topol, M.D. Director (Scripps Translational Science Institute), Chief Academic Officer (Scripps Health), Former Chairman of the Board (West Wireless Health Institute) and Professor of Translational Genomics (The Scripps Research Institute).*

Managed various (5+) advisory, scientific, and executive internal/external boards. Maintained and managed department database of internal/external contacts. Ensured timely and ongoing correspondence with trustees, community and physician leaders and various advisory, scientific, and executive internal and external board members. Maintained calendar for Director and CAO; coordinated on-site and off-site meetings; presentation materials preparation. Handled complex, multi-destination travel arrangements. Supported a clinical schedule and communication with patients as needed. Participated and directed specified management meetings and proactively resolved assigned action items and coordinated follow up from others. Prepared, researched, and designed, by direction or independently, presentation materials for speeches and conferences by the CAO. Planned and organized meetings and summits with numerous bio-tech, academic, research foundations, and outside venture capital groups of varying duration and sophistication. Served as department expert in office productivity software(s). Conducted annual performance reviews, coaching, disciplinary, and supervisory HR tasks. Created content, supporting data, and graphics for the Scripps Translational Science Institute web site (STSIweb.org) incorporating static and dynamic media as well as working with Wikipedia references for Institute. Edited, formatted and proofread with appropriate expertise to comply with peer-reviewed scientific publication(s) criteria or other communication venues. Worked closely with local media production crews to organize on-site news briefings and documentaries for Department executives and scientist(s). Facilitated the preparation of federal and private research grant budgets, ranging in value from \$100,000's to multi-millions. Assisted with the tracking and reporting of the financial data and formatting/completing Financial Status Reports and philanthropic stewardship reports. Identified and disseminated grant application opportunities and funds from private/public sources for the program's continued success. Assisted CAO with funding solicitations for program operations from private and public sources. Directed and supervised administrative support staff and outside individuals to gather information for development of grant proposals by scientific directors. Served as a key resource for federal and private RFA program information. Resolved problems or questions referred by program staff or professionals outside the Institute, or referred the questions to the appropriate individuals within the organization. Completed management of the Translational Research Pilot Award Program (Internal Grant Funding Program. Included development of application and procedures, online submission, peer-review process and award dissemination and reporting) responsible for over \$1M in funds annually. Managed internal graduate program classes and workshops, including creation of a student handbook to guide them through their thesis development and fellowship applications.

Major Accomplishment: Responsible for content management and budget development assistance, including all aspects of pre-award through to post-award of STSI Clinical and Translational Science Award (CTSA) grant for over \$36M. Included over 200 pages of content and 20+ sub consortiums as well as an Educational Training and Career Development Division. Successfully Funded.

**JUL 2003 – JUN 2008**

**THE SCRIPPS RESEARCH INSTITUTE**

***Administrative Assistant II***

*Dr. Ulla G. Knaus & Dr. Ann J. Feeney Laboratories, Department of Immunology & Microbial Science*

Perform executive administrative duties utilizing acquired techniques and in-depth knowledge of scientific field on an independent basis.

Responsibilities include (for each Lab): reconciling and recording all accounting expenditures; preparing extensive travel arrangements; processing reimbursements; multiple grant and fellowship management; manuscript preparations; developing images and figures for grant and manuscript submission; processing animal, human and microbiological hazard protocols; organizing multi-speaker Symposiums; training Lab employees in the use of various software programs; creating and maintaining multiple websites (Knaus, Feeney, Research In Progress, Immunology Affinity Group); setup and maintenance of Lab Wireless Network (Knaus) and shared server (Knaus & Feeney).

**MAR 2001 – JUL 2003**

**THE SCRIPPS RESEARCH INSTITUTE**

***Administrative Assistant I***

*Dr. David A. Cheresch & Dr. Richard G. Klemke Laboratories, Department of Immunology*

Performed varied administrative functions exercising discretion and independent judgment.

Responsibilities included: reconciling and recording all accounting expenditures; preparing travel arrangements; multiple grant and fellowship management; basic manuscript preparations; maintained Klemke Lab website; processing of animal and human protocols.

**AUG 1998 – JUL 2000**

**THE BRIGANTINE RESTAURANT**

***Accountant, Food Server and fill-in Manager***

Old Town, CA

Generated daily expense reports for restaurant revenues and provided managerial support, as well as lunch and dinner food server duties.

Responsibilities included: compiling and cross referencing food server's daily revenues; dispensing paychecks and assisted in handling all promotions and terminations; fill in support for manager position; organizing employee work schedules; food service for lunch and dinner hours.

## **COMMUNITY SERVICE**

**JAN 2007 – SEP 2016**

**Ramona Sports Association, PONY Baseball**

***President (Aug 2015 – SEP 2016)***

Major Responsibilities: Presides at all association meetings and assumes full responsibility for the operation of the association, subject to the bylaws and the decisions of the Board of Directors. Ensures that all personnel are properly informed of all phases of the rules, regulations and policies governing PONY Baseball, local league policies and city/county requests.

General Responsibilities: Responsible for ensuring that every child is fairly represented by the Board and PONY Baseball and takes any action necessary to provide a safe and fun environment for participants. Responsible for creating and maintain league game schedules throughout each season. Responsible for all fundraising efforts and grant opportunities. The President chairs the decisions council and is ex-officio, a non-voting member of all committees for special purposes.

***Tournament Director / Travel Team Liaison (Aug 2013 – Aug 2015)***

Major Responsibilities: Director of annual Ramona Baseball Invitational (RBI) Tournament, typical participation ranging from 3500-4000 individuals in attendance. Memorial Day Weekend, currently in 33rd year.

Major Responsibilities: Director of PONY sanctioned End of Year Tournaments, leading up to World Series events. Three week timeframe of games; scheduling includes field crew, umpires, facilities logistics, travel for PONY officials, concessions, fees, volunteers, etc.

General Responsibilities: Represents all travel ball teams working with RSA and serves as their liaison to the board. Responsible for obtaining insurance certificates for all travel ball teams; coordinating use of fields with the recreational teams; and collecting fees for field usage. Maintains a binder of insurance certificates; field schedules and payments; and communications between the board and travel ball managers. The Tournament Director is a member of the facilities committee and the tournament committee.

***Interim Secretary (Aug 2014 – Oct 2014)***

Responsible for scheduling twice/month meeting of the Board of Directors, coordinating members of the public attendance, agenda and recording minutes for dissemination.

***Webmaster (Jan 2014 – Oct 2014)***

Responsible for re-organizing website, including updates to bylaws and local league policies, online forms creation/beta testing, handouts, manager applications and general clean up and maintenance.

**JAN 2013 – DEC 2013**

**Ramona Girls Softball Association**

*Director of Public Relations (Jan 2013 – Dec 2013)*

Responsible for website and social media, assist with fundraising and work directly with local media channels (Ramona Sentinel, Ramona & Julian Home Journal and San Diego Union Tribune) to bring awareness and updates to our communities regarding RGS Association.

**JAN 2005 – SEPT 2006**

**North Park Little League**

*Parent Liaison, Co-Chair NPLL Dinner Auction Fundraiser*

**MANUSCRIPTS CITED IN ACKNOWLEDGEMENTS**

PUBLICATIONS

Teusch, N., Lombardo, E., Eddelston, J. and Knaus, U.G. The Low Molecular Weight GTPase RhoA and Atypical Protein Kinase PKC $\zeta$  are Required for Toll-like Receptor 2-Mediated Gene Transcription. *Journal of Immunology*. 173:507-514, 2004.

Martyn, K.D., Kim, M.-J., Quinn, M.T., Dinauer, M.C. and Knaus, U.G. p21-activated kinase (Pak) regulates NADPH oxidase activation in human neutrophils. *Blood*. 106(12):3962-3969, 2005.

Martyn, K.D., Frederick, L.M., von Loehneysen, K., Dinauer, M.C. and Knaus, U.G. Functional analysis of Nox4 reveals unique characteristics compared to other NADPH oxidases. *Cell Signaling*. 18(1):69-82, 2006.

Lombardo, E., Alvarez-Barrientos, A., Maroto, B., Bosca, L. and Knaus, U.G. TLR4-mediated Survival of Macrophages is MyD88-dependent and Requires TNF $\alpha$  Autocrine Signalling. *Journal of Immunology*. 178:3731-3739, 2007.

Pacquelet, S., Lehmann, M., Regazzoni, K., Frausto, M., Noack, D. and Knaus, U.G. Inhibitory Action of Noxa1 on Duox Activity in Airway Cells. *Journal of Biological Chemistry*. 2007.

Luxen, S. Belinsky, S. and Knaus, U.G. Silencing of Duox NADPH Oxidases by Promoter Hypermethylation in Lung Cancer. *Cancer Research*. 68(4):1037-1045, 2008.

Maroto, B., Ye, M., von Loehneysen K., Schnelzer, A. and Knaus, U.G. Mitotic progression requires Pak-induced phosphorylation of Plk1. *Oncogene*. April 2008.

Von Loehneysen, K., Noack, D., Dinauer, M., and Knaus, U.G. Identification of a p22phox region required for Nox4 function and translocation. 2008.

Tsatmali, M., Zhang, H., Brakebusch, C. and Knaus, U.G. Regulation of phagocyte oxidase and neutrophil migration by the small GTPase RhoA. 2008.

Desnues, B., Ruse, M., Tsatmali, M., Noack, D., Brakebusch, C. and Knaus, U.G. Role of Cdc42 in TLR signaling and viral infection. 2008.

Lehmann, M., Noack, D., de Lanerolle, P., Perego, M and Knaus, U.G. Edema formation by Anthrax lethal toxin is caused by paralysis of the actin and microtubule system. 2008.

Hammond JA, Zhou L, Lamichhane R, Chu HY, Millar DP, Gerace L, Williamson JR. A Survey of DDX21 Activity During Rev/RRE Complex Formation. J Mol Biol. pii: S0022-2836(17)30324-8. PMID: 28705764. 2017.

#### BOOK CHAPTERS / REVIEWS

Ruse, M. and Knaus, U.G. New Players in TLR-mediated Immunity: PI3K and small Rho GTPases. Immunol. Research. 34(1):33-48, 2006.

Ruse, M. and Knaus, U.G. Where do the viruses meet their match and who is coming to the reception? Insights into dsRNA-dependent signaling pathways mediated by Toll-like receptor 3. Cell Science Reviews. 3(2):15-20, 2006.

Knaus, U.G., Bamberg, A. and Bokoch, G.M. Rac and Rap GTPase Activation Assays. Methods Mol. Biol. Humana Press, July 2007.

Ruse, M. And Knaus, U.G. The Role of Small RhoGTPases in TLR signaling. In: Signaling by Toll-like Receptors. In: Methods in Signal Transduction. 2008.

#### BOOK

Topol, E.J. The Creative Destruction of Medicine: How the Digital Revolution Will Create Better Health Care, Basic Books; First Trade Paper Edition, Revised and Expanded edition, AUG 13, 2013. <http://ow.ly/GIWTJ>