

CURRICULUM VITAE

RONGHUA CUI

February 2020

813-974-6270
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EDUCATION

- Mahidol University, Thailand, 2009, Educational Management, MA
- Tianjin University, China, 2003, English, BS
- Tianjin Normal University, China, 1998, Russian, Diploma

PROFESSIONAL EXPERIENCE

Program Planner Analyst

Oct. 17, 2019 – current

Provide daily monitoring of supply and chemical inventories, supply and equipment ordering, and Southeast Asia International Center of Excellence for Malaria Research (ICEMR) administrative support for various labs within the department. Manage lab supply and capital equipment orders and reconcile invoices, procurement card charges, and PI accounts. Provides administrative support to (ICEMR) by assisting in coordination of conferences and meetings research plan implementation, data-sharing, coordination of human subjects protocol submission and communications and activities Department of Internal Medicine, Morsani College of Medicine, University of South Florida

Fiscal and Business Analyst

Sept. 26, 2018 – Oct. 17, 2019

Southeast Asia International Center of Excellence for Malaria Research (ICEMR), Department of Internal Medicine, Morsani College of Medicine, University of South Florida

Research Technologist 3 and Project Coordinator

May 3, 2010 – September 25, 2018

Southeast Asia International Center of Excellence for Malaria Research (ICEMR), Department of Entomology, The Pennsylvania State University

Duties and Responsibilities

- Collaborate with the PI in strategic planning for future external grants.
- Provide budgetary projections for research projects and groups.
- Oversee and track funding portfolio for the PI.
- Manage the reporting process for funding awards.
- Coordinate complex international travel arrangements for the PI, the ICEMR Program Manager, research associates, outside collaborators, speakers, and visitors. Obtain required pre-travel approvals, make necessary conference, travel, and lodging reservations, prepare itineraries for all travelers, and assist with any additional steps required for foreign nationals or international travel. Oversee the travel reimbursement process, with efficient and skillful completion of any required documentation and routing of requests and reports.
- Facilitate recruitment of research personnel (primarily postdoctoral research associates); Coordinate all aspects of interviews and visits including travel arrangements, itineraries and visit schedules, and travel reimbursements.
- Support the management of the PI's research laboratory and personnel during extended program-related international travel by the PI. Assist in the development of mechanisms to ensure

continuous professional development of graduate students and postdoctoral research associates.

- Plan and coordinate large, international conferences, workshops and meetings for research personnel, scientific advisors (SAG group), funding agency representatives and multiple PIs and their research personnel.
- Place lab supply and equipment orders using various systems (bullmarket, on-line, phone, etc.) and track the status of orders, and submit receipts of peard orders.
- Manage the research laboratory safety, perform laboratory inspections and maintain equipment and chemical inventories.
- Maintain and update records of Biosafety and Human Subject Protocols.
- Manage laboratory website.
- Manage ICEMR group meeting notes and upload them to the NIH SharePoint.

Coordinator and Administrator

April 2006 – August 2009

The First Global Confucius Classroom in Traimit Wittayalai School, Bangkok, Thailand
Chinese language teacher by HANBAN

Liaison Officer and Assistant

March 2004 – March 2006

International Department, Tianjin Experimental High School, China

China Representative and Marketing Manager

February 2002 – February 2004

Beijing Office, Western Institute of Technology at Taranaki, New Zealand

Director of the Office and Assistant of General Manager

November 1998 – January 2002

Tianjin Office, Beijing Jinguayuyuan Education & Culture Consultant Co., Ltd.

KEY SKILLS

- Familiarity with basic malaria research and parasite culture techniques.
- Good time-management and organizational skills and the ability to independently manage work priorities across multiple complex projects and meeting stringent timelines.
- Experience with standard office software, reference management tools, email, financial modeling and budget preparation in Excel.
- Experience in managing junior staff members with strong delegation and personnel management skills.
- Experience in working internationally and coordinating work with teams in multiple countries.
- Good communication skills in English, Chinese and Thai languages