

ANDREA BEATTY

OBJECTIVE

Strategic Administrative Professional with advanced document, calendar, organizational, and time management skills in a deadline-driven project management environment. I enjoy working in a team environment and exhibit tactful and accommodating communication skills, having had lengthy experiences interacting with foreign national staff and customers.

SKILLS

- MICROSOFT PRODUCTS: Word, Outlook, PowerPoint, Teams, OneNote, Excel, Forms, Planner, and Lists
- OAK RIDGE NATIONAL LABORATORY (ORNL) BUSINESS SYSTEMS: TravX, ORNL Buy/ARIBA, ORNL Time, PAS, RESolution, SBMS, ePlan, Power BI, eProp
- DRUPAL SOFTWARE
- SOFT SKILLS: Patient, kind, emotionally intelligent, and attuned to the needs of others; confident individualism in strategy but likes to collaborate with others

PROFESSIONAL EXPERIENCE

UT-BATTELLE, LLC DBA OAK RIDGE NATIONAL LABORATORY

OAK RIDGE, TENNESSEE

Program Administrative Assistant

August 2019 – Current

Provides strategic support to the Basic Energy Sciences (BES) Materials Sciences and Engineering (MSE) program manager with collecting and tracking key performance indicators to ensure accomplishments are reported to ORNL's leadership team and the Department of Energy (DOE) Office of Science (SC) Associate Director; coordination of Field Work Proposals for new projects, revised budget changes, and annual direct budget cycles; managing their Outlook email and calendar; and reviewing all deliverables ensuring compliance with templates and grammatically correctness enabling the program manager to focus on their scientific research.

- Managed the 2024 BES MSE Program triennial review for 13 projects that successfully renewed *all* projects at their requesting funding at \$19M/year (a first-time feat not to lose any projects).
- Managed the first virtual triennial review for the DOE SC utilizing the Zoom platform for 13 projects in April 2021, consisting of 28 external reviewers and 15 BES observers, which resulted in the continuation of 11 projects totaling \$16.5M/year in annual awards.
- Provided input to the FY 2022 Performance Evaluation and Management Plan (PEMP) Report's Notable Outcome, described by the DOE as "the most important initiatives and highest risk issues the laboratory must address during the fiscal year."
- Collect the quarterly scientific research accomplishments for the BES MSE input to the ORNL's PEMP reporting, Annual Report, and mid-year and year-end slides sent from ORNL to the DOE-SC Associate Director.
- Managed the procurement and installation of a podium in the building 4100 J302 conference room to assist research and support staff with delivering presentations.
- Oversaw procurement and installation of a large screen display in the building 4100 lobby to promote ORNL's highlights sent to DOE for the BES MSE and Chemical Sciences, Geoscience, and Biosciences programs.

- Oversaw all aspects of procuring and installing a touch-free water and ice dispenser in the building 4100 first-floor breakroom in February 2020, which was critical to the safety and health of staff for protection during the COVID-19 flu epidemic.

Interim Programs and Planning Specialist

December 2022 – August 2023

Executed the Physical Science Directorate's DOE funding opportunity submissions with the Office of Science, Office of High Energy Physics, and Office of Nuclear Physics by coordinating and preparing all aspects of the research proposals utilizing the grants.gov and PAMS websites for on-time deadline-driven submissions.

- Managed the document review and preparation of 69 full proposals, averaging 125 pages each, totaling \$184M in requested funding utilizing the grants.gov and PAMS systems, resulting in \$42M in awarded funding.
- Collaborated with the Department of Energy Office of Science (DOE-SC) Program Manager, John Vetrano, on document formatting for the [Foundational Science to Accelerate Nuclear Energy Innovation](#) roundtable report.

Group Administrative Assistant

August 2014 – August 2019

Supported the Used Fuel Systems and Nuclear Experiments and Irradiation Testing Groups, ORNL's U.S. Nuclear Regulatory Commission Program Manager, the GAIN Deputy Director, and the Office of Nuclear Energy's (NE) Fuel Cycle Deputy Director by providing program reporting, preparing sponsor-controlled report preparation, scheduling meetings with DOE Program Managers, and completing monthly milestone reports, including entering all conferences and meetings in the PICS:NE system.

- Liaised with the division's University Recruiting Coordinator with the Summer Seminar Series for the Nuclear Engineering Science Laboratory Synthesis Program by completing all aspects of the speaker's travel arrangements, promoting the seminar by placing posters throughout Building 5200, and processing the visitor badge requests.
- Served as the division's Records Management Officer and Document Management Coordinator.

CENTRAL CITY HEATING AND COOLING

KINGSTON, TENNESSEE

Office Manager

August 2009 – August 2014

Managed all aspects of a market-leading Heating, Ventilation, and Cooling (HVAC) company's front office by overseeing the invoices and payments within QuickBooks and preparing daily accounts receivable deposits, providing past due notifications to customers, supervising the front office receptionist, registering all HVAC equipment warranties and processing extended warranty claims, collaborating with the sales team to develop accurate equipment proposals to provide to the client and coordinating pre-employment drug screens and comprehensive background screenings. Additionally, I assisted the dispatch manager with routing the service technicians in the field and ordering parts.

COVENANT MEDICAL MANAGEMENT, LLC

KNOXVILLE, TENNESSEE

Office and Billing Manager

January 2004 – August 2009

Managed a three-practitioner and eight-person staff within a high-volume family medical practice by conducting employee annual reviews and assessments; leading staff Occupational Safety and Health Administration (OSHA) and malpractice training, ensuring the physicians and technical staff maintained current professional licensure and managed all aspects of the capital expenditures and accounts receivable and accounts payable accounts.

- Instrumental in seamlessly transitioning the practice's business model from a sole proprietorship to a rural health clinic.
- Processed an average of \$800K in annual invoices, including private and medical insurance payments.

DR. DAVID S. SAUNDERS, M.D., FACS, FRCS (C)

HARRIMAN, TENNESSEE

Office and Billing Manager

January 1994 – January 2004

- Managed all aspects of the patient billing cycle, including diagnosis and procedural coding, processing insurance submission, and insurance and private payments.

EDUCATION

BACHELOR OF SCIENCE, BUSINESS

BELLEVUE, NEBRASKA

Bellevue University

January 2025

GPA: 3.967, Summa Cum Laude, Dean's Honor List

Communications in Business, Foundations in Business, Principles of Management, Human Resources, Management, Economic Principles, Marketing, Finance & Accounting Principles

ASSOCIATE OF SCIENCE, REGISTERED HEALTH INFORMATION TECHNICIAN

HARRIMAN, TENNESSEE

Roane State Community College

April 1990

Legal Aspects of Medical Records, Anatomy and Physiology I and II, Pathophysiology, Diagnosis and Procedure Coding Using ICD-9 and CPT, Medical Terminology, Statistics, and Psychology

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

Membership expires: February 18, 2026

Certified Administrative Professional (CAP), Credential expires: May 31, 2027

AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS

Member (no expiration)

Professional Administrative Certification of Excellence (PACE), Credential expires: August 27, 2026

AWARDS

ORNL CULTURE AWARD FOR SERVICE

June 2023

"I am nominating Andrea Beatty for the ORNL Core Values Award for Service because of her extraordinary commitment to our organization and her proactive support, particularly in funding and research proposals.

Andrea's in-depth knowledge and anticipatory handling of the recent DOE Early Career Research Program proposals were invaluable. Her foresight in predicting potential challenges and providing solutions before issues arise has streamlined our processes and facilitated more effective and successful proposals.

Her contributions aren't confined to the DOE Early Career Research Program. Andrea has guided our team through various other funding calls, including the Funding for Accelerated, Inclusive Research (FAIR), with a strategic perspective that has improved our funding applications significantly.

What distinguishes Andrea is not just her expertise and forward-thinking approach but also her spirit of Service. She consistently takes the initiative to offer help, answer questions, and provide support, embodying the ORNL Core Values.

In summary, Andrea Beatty's proactive Service, strategic insights, and commitment to the team make her a deserving candidate for the ORNL Core Values Award for Service. Recognizing Andrea with this award will be a testament to her dedication and the positive impact she continues to make on our organization."

MATERIALS SCIENCE AND TECHNOLOGY DIVISION

November 2022

2022 Division Support Award

"Andrea Beatty is nominated for her tremendous contribution to the operation and success of MSTD-based BES projects. One of the critical contributions we omitted recognizing over the last few years was her tireless contribution to the triennial DOE review in 2021. As it was done during the pandemic, her support to the PIs in MSTD and beyond was countless. The overall process goes over six months, and we have had all MSTD projects successfully renewed. In addition, she frequently mentors MSTD admins and supports PSD leadership. I have frequently received lots of positive feedback for her assistance to our staff that always goes beyond and above, so I recommend Andrea for the recognition."

MENTORING

OAK RIDGE NATIONAL LABORATORY

February 2025 – Current

Mentee: Shasta Boone, Group Administrative Assistant, Isotopes Science and Engineering Directorate

OAK RIDGE NATIONAL LABORATORY

October 2024 – January 2025

Mentee: Katelyn Scarbro, Group Administrative Assistant, Isotopes Science and Engineering Directorate

OAK RIDGE NATIONAL LABORATORY

December 2022 – October 2023

Mentee: Belinda Moeck, Group Administrative Assistant, Isotopes Science and Engineering Directorate

PHYSICAL SCIENCES DIRECTORATE

October 2021 – August 2022

Mentor: Carolyn Thompson, Executive Assistant, Physical Sciences Directorate