

Melissa D. Whiley

3910 SE 14th Terrace
Gainesville, FL 32641

(352) 514-8675
melissadwhiley@gmail.com

Education

Doctor of Education in Higher Education Leadership, May 2013
Emphasis in Research Methods and Statistics
University of Arkansas, Fayetteville, AR

Graduate Certificate in Institutional Research, 2011
The Pennsylvania State University, State College, PA

Master of Science in Human Environmental Sciences, August 2003
University of Central Arkansas, Conway, AR

Bachelor of Science in Human Environmental Sciences, May 2002
University of Central Arkansas, Conway, AR

Fellowships and Assistantships

July 2009 – July 2010 AIR/NCES Institutional Research Fellowship recipient

June 2009 AIR/NCES/NSF National Summer Data Policy Institute Fellow

January 2006 – May 2006 University of Arkansas, Office of Admissions
Graduate Assistant/Call Center Supervisor

- Supervised all operations of the Call Center, hired and scheduled work study students, planned and tracked campaigns, evaluated student and center performance

August 2002 – May 2003 University of Central Arkansas, Department of Nursing
Graduate Assistant

- Set-up labs and equipment, facilitated compressed video classes, supervised audiovisual library, assisted professors with course and program needs

Professional Experience

April 2019 – July 2019

Center for Applications of Psychological Type
Senior Research Associate

May 2018 – July 2019

Northeastern University, Level Education
Data Analytics Instructor

- Teach data analytics courses via an online individualized format
- Design student-centered curricula and experiential learning activities
- Inform program and curriculum improvement

June 2018 – December 2018

University of Florida, College of Medicine
Data Management Analyst III

- Trained OneFlorida consortium partners on software
- Liaised between OneFlorida Data Trust and UFHealth Integrated Data Repository
- Managed UF award and activities related to NCATS Accrual to Clinical Trials
- Serviced campus-wide IRB-approved medical record research requests

October 2017 – May 2018

Chief Marketing Officer, Bentonville, Arkansas
World-Class Tennis, LLC

- Managed client engagement and outreach, contracts, and payment solutions
- Designed and administrate website and social media platforms
- Led the sister non-profit organization, World-Class Community Tennis Association, including grant development and management

January 2017 – September 2017 University of Arkansas for Medical Sciences

IRB Administrator/Interim Director, Data Coordinating and Operations Center, IDeA State Clinical Trials Network

- Organizational Leadership: strategic planning, process evaluation and improvement, performance management
- Human Resources: supervision of center staff within the project management and clinical operations component; liaison between all center components; recruitment and training of new staff
- Grant Administration: contract oversight; reporting to federal and state stakeholders; performance management

- Compliance: lead for the central IRB serving 17 clinical site awardees; 21 CFR Part 11 FDA compliance oversight

January 2011 – May 2016

University of Arkansas for Medical Sciences

Research & Regulatory Director

- Organizational Leadership: strategic planning, aligning action with goals/objectives, development of performance measures and metrics, program evaluation
- Human Resources: Field staff supervision and operational management of research protocols
- Data Collection & Lab: developed and monitored all SOPs related to collection and storage of research data and specimens, performed POC medical tests on research participants, managed the research lab, including regular equipment testing and calibration, inventory control, and safety procedures
- Compliance & Analytics: IRB and compliance process supervision, internal and external reporting, data cleansing and analysis
- Research Informatics: Information Management System (IMS) development, data quality, database administration, training, and quality control

January 2010 – November 2010 University of Arkansas, Office of Institutional Research

Research Analyst

- Reporting: Reported to state, federal, and accreditation agencies, completed internal and external requests for information
- Analytics: Wrote SAS SQL programs, queried relational databases, analyzed and trended data, forecasted institutional activity
- Planning: Prepared summaries for program review processes, preparation for accreditation visits, assisted in executive planning, presented findings to internal and external audiences

November 2008 – January 2010 University of Arkansas, School of Human Environmental Science

Project/Program Specialist

- Designed nutrition research studies, analyzed data, prepared manuscripts for publication, developed reports and presentations, identified grant opportunities, wrote and submitted grant proposals

Certification and Licensure

Florida Real Estate Sale Associate License
Project Management Professional (PMP) Certification
SAS Base Certified

Technology

Programming languages

- SQL
- Python

Enterprise/BI

- MySQL
- MySQLWorkbench
- SQL Server
- SSMS/SSRS
- Firebird

Data Visualization

- Tableau
- MS Power BI
- Qlik

Statistical Analysis

- SAS
- SPSS
- R

Presentations

IDeA States Pediatric Clinical Trials Network Quarterly Meeting with Sponsor, “NIH Policy Changes: Utilizing a Central IRB for Multi-site Clinical Trials,” May 24, 2017. National Institutes of Health, Washington, DC.

OneFlorida Annual Co-Investigator Conference, “Accessing De-Identified Research Data through i2b2,” November 13, 2018, University of Miami Medical Center, Miami, Florida.

Arkansas Health Disparities Conference, “Family Model of DSME in the Marshallese Community”, April 10, 2015, University of Arkansas, Fayetteville, Arkansas

National Opinion Research Center (NORC), University of Chicago, “Comprehensive Research Informatics Suite (CRIS) User Training”, March 4-7, 2013, NORC, Chicago, Illinois.

National Children’s Study Expanded Steering Committee Meeting, “Innovative Case-Management Model Utilizing Registered Nurses”. August 2011, National Institutes of Health, Bethesda, Maryland.

Mid-America Association for Institutional Research, “Data Sources for Institutional Research Studies”. November 13, 2009, Kansas City, Missouri.

Publications

- Robbins JM, **Bridges (Whiley) MD**, Childers EM, Harris, RM, and McElfish, PA (2015). Lessons from prenatal care provider-based recruitment into the National Children's Study. *Pediatric Reports*, 7(3), 65-70.
- McElfish PA, **Bridges (Whiley) MD**, Hudson JS, Purvis RS, Bursac, Z, Kohler PO, Goulden PA (2015). Family model of diabetes education with a Pacific Islander community. *The Diabetes Educator*, 41(6).
- McElfish P, Kohler P, Smith C, Warmack S, Buron B, Hudson J, **Bridges (Whiley) M**, Purvis R, Rubon-Chuatro J. (in press). Community-driven research agenda to reduce health disparities. *Clinical and Translational Science*.