

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME Ellen J. Plante	POSITION TITLE Administrative Support Assistant
eRA COMMONS USER NAME (credential, e.g., agency login)	

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YY	FIELD OF STUDY
Katherine Gibbs Secretarial School	Diploma	06/76	One Year Advanced Secretarial Courses
Harrison High School, Harrison, NJ	Diploma	06/75	Business Courses

**NOTE: The Biographical Sketch may not exceed four pages. Follow the formats and instructions below.**

**A. Personal Statement**

My current position at Penn State is as an Administrative Support Assistant 3 in the College of Health and Human Development, Center for Health Care and Policy Research (CHCPR). I directly support Dr. Dennis Scanlon, Professor of Health Policy and Administration and also provide backup support to the Director of the Center for Health Care and Policy Research (CHCPR) and other Center researchers. My primary duty is to provide executive-level administrative support to Dr. Scanlon in his role as Principal Investigator on the Robert Wood Johnson Foundation’s Aligning Forces for Quality (AF4Q) Project, with general project administration, correspondence, presentations, meeting scheduling, travel arrangements, file maintenance, processing expense reports and financial paperwork, compiling and disseminating information, helping to ensure grant and university policy compliance, and handling confidential and/or sensitive information and materials. I also assist Dennis Scanlon in his role as Professor in the Department of Health Policy & Administration by providing course work support.

**B. Positions and Honors**

Positions:

- 1976 to 1981 Secretary to Owner, V.J. McCarthy Insurance Company, Newark, NJ
- 1981 to 1985 Secretary to Associate Dean, Rutgers State University, Newark, NJ
- 1985 to 1989 Administrative Assistant to Legal Counsel, Channel 9 Television Station, Secaucus, NJ
- 1994 to 1996 Administrative Assistant, Architectural / Development Firm, West Paterson, NJ
- 1996 to 2001 Administrative Assistant, Temps Plus, Hasbrouck Heights, NJ
- 2001 to 2009 Sales Coordinator in Operations / Inside Sales, Panasonic, Secaucus, NJ
- 2009 to 2011 Part-Time Sales Associate, Macy’s Nittany Mall, State College, PA
- 2011 to present Part-Time Caregiver, Home Instead Senior Care, State College, PA
- 2009 to present Administrative Support Assistant 3, Penn State University, University Park PA

Honors/Certificates:

- 4 years National Honor Society, Business Courses, Belleville and Harrison High Schools, NJ
- Certified Graduate, One Year Advanced Courses, Katherine Gibbs Secretarial School, NJ
- Travel Professional Certificate Program, Penn State, 2012

Administrative Professional Series Certificate Program, Level 1, Penn State, 2013  
IRB / HIPAA Privacy Refresher Courses, Penn State, Current CITI Certification  
Building a Safe Penn State: Reporting Child Abuse, Penn State, Yearly Certification

### **C. SUMMARY OF QUALIFICATIONS:**

Major strengths include extensive administrative skills, attention to detail, strong organizational and time management skills, balancing multiple demands, utilizing all available resources/tools for problem solving, excellent written and verbal communication skills, able to maintain strict confidentiality, adept in working effectively with different types of people on all levels from students to faculty and staff, self-motivated, competent, flexible, proactive, reliable, professional, and consistently meeting and exceeding expectations.

Skills include coordinating on-site and off-site meetings, events, and travel arrangements; supervising part-time staff; ordering supplies and equipment; screening calls and meeting requests; setting up phone and video conferences; creating presentations; researching, assembling, and disseminating information; performing simple to moderate writing and editorial assignments; preparing expense reports and reconciliation forms; preparing and updating various directories, annual reports, bio-sketches, and curriculum vitae; assisting in journal manuscript submissions.

Proficient in the use of all Microsoft Office programs (Word, Excel, PowerPoint, and Access), Snagit (screen capture software), ANGEL (course management system), University Library e-Reserves program, Concur Technologies Cliqbook Travel & Expense, Gregg Steno, Email, Instant Messaging, Internet searches, Web Blogs, UCS Calendar, Skype, Adobe Connect, P-touch labeler software.

### **D. Research Support**

Role: Administrative Assistant to the Project Director and other project staff at Penn State University. The Foundation's initiative, Aligning Forces for Quality: The Regional Market Place, was designed to help communities across the country align health care forces to improve the quality of health care. This evaluation will provide an impartial and independent review of the Aligning Forces for Quality (AF4Q) program, both to answer key evaluation questions and to contribute fundamental knowledge to the field in key programmatic areas. In this final phase, the evaluation will build on extensive prior work by the evaluation team and will accommodate changes introduced in AF4Q 4.0, as well as details related to the planned closeout of the AF4Q program in 2015. Deliverables will include: (1) a comprehensive issue of an academic journal in 2016 devoted to AF4Q; (2) an impact report for the Foundation's Quality/Equality team in 2015; (3) presentations on evaluation findings at various national meetings; (4) reports for all 16 AF4Q alliances with the most recent results from the Consumer Survey (Round 3), Physician Survey (Rounds 2 and 3), and Alliance Survey (Rounds 4 and 5); (5) preparation and dissemination of eight research summaries; (6) approximately 30 peer-reviewed articles; and (7) an enhanced website. Dennis P. Scanlon, Project Director, Penn State University. Current Phase: Amount Awarded: \$7,360,551.00, Awarded on: 5/30/2013, Time frame: 6/1/2013 - 11/30/2016, Grant Number: 70877. <http://www.rwjf.org/en/grants/grant-records/2013/05/evaluating-aligning-forces-for-quality-2013-2016.html>