

BARBARA BITTNER

E-mail: barbarabittner@creighton.edu

PROFESSIONAL EXPERIENCE

April 2010 – Present
Creighton University
Omaha, NE

Sponsored Programs Administrator

- Review and submit grant applications via InfoEd proposal routing and administration system
- Troubleshoot, maintain and update InfoEd system
- Work with faculty to develop and submit grant applications
- Edit and prepare grant proposals for submission, according to guidelines provided by funding agencies
- Write, edit and proofread department policies and procedures
- Write and edit content for department web site, and use content management system to post items to the web site
- Write and edit training materials
- Write, edit and proofread other materials as assigned.

April 2011 – December 2023
Mayo Clinic
Rochester, MN

Supplementary Writer

- Responsible for writing and editing patient education materials for the Mayo Clinic website (<https://www.mayoclinic.org>).

July 2008 – April 2010
University of New Mexico Cancer Center
Albuquerque, NM

Editorial Specialist

- Write, edit and prepare grant proposals for submission, according to guidelines provided by funding agencies
- Responsible for finding funding opportunities for programs around the Cancer Center, including research, outreach and patient support

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- Responsible for tracking grant proposals, both funded and unfunded, and keeping a database of all proposals sent from the Cancer Center
- Responsible for tracking the financial status of all private foundation grants to the UNM Cancer Center, and for ensuring that money is spent in a timely fashion
- Responsible for developing, writing and editing corporate communications and marketing materials, including press releases, brochures, web site content and reports

January 2008 – July 2008
Sandia National Laboratories
Albuquerque, NM
Lead Technical Writer

- Responsible for tracking, assigning and performing edits and substantial rewrites of various sections of environment, safety and health manual
- Aided in the process of changing from HTML-based environment to new content management system
- Edited and rewrote supplements to environment, safety and health manual

August 2007 – January 2008
SWCA Environmental Consultants
Albuquerque, NM
Project Editor

- Responsible for substantive editing, copyediting and proofreading of technical documents, including natural and cultural resource reports. Documents were all at least 50 pages in length, and some were longer

2003 – June 2007
American Academy of Family Physicians
Leawood, KS
Senior Associate Editor

- Responsible for several sections of the AAFP Web site (www.aafp.org), including writing, editing and updating content, as well as improving the overall look and navigation of the site
- Responsible for management of the AAFP Foundation Web site (www.aafpfoundation.org) including writing, editing and updating content, as well as improving the overall look and navigation of the site
- Participated in conversion of www.aafp.com from Ingeniux content management to Communique content management system

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- Responsible for writing, editing, copyediting and proofreading physician and patient education materials
- Used project management skills to ensure timely delivery of printed materials. Produced monographs and patient education materials on time and on budget

EDUCATION AND CERTIFICATION

2014-Present Certified Research Administrator

1986 – 1992 University of Nebraska – Lincoln Lincoln, NE

Bachelor of Arts – English

Master of Arts – English Literature

VOLUNTEERING

National Council of University Research Administrators (NCURA) Region IV

- Board Member, 2021-2023
- Communications Committee Co-Chair, 2018-2023
- Communications Committee member, 2015-Present
- Nominations Committee Member, 2020
- Spring Meeting Communications Coordinator, 2019-2026
- Membership Committee Member, May 2025-Present

Scouts BSA Troop 231, Bellevue, NE

- Advancement Coordinator, 2016-2021
- Fundraising Committee, 2020-2024

Bellevue West Marching Band, Bellevue, NE

- Fundraising Coordinator, 2022-2023

Nebraska State PTA

- By-laws Chair, 2021-2024

Leonard Lawrence Elementary School PTA, Bellevue, NE

- PTA President, 2016-2017
- Fundraiser, 2011-2017