**NICOLE L. MORELAND**

Director of Operations

Center for the Advancement of STEM Leadership

School of Leadership Studies

Fielding Graduate University

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**Education**

**Microbiology, Ph.D.**  May 2020

Howard University, Washington, DC

**Biochemistry, B.S.** April 2007

University of Michigan, Ann Arbor, MI

**CONTINUING Education**

**Leading in the New Normal**  June 2021

Fielding Graduate University

**ACADEMIC APPOINTMENT**

**Associate Faculty Member** March 2022- Present

School of Leadership Studies

Fielding Graduate University

**Professional Experience**

**Director of Operations & Project Manager** August 2020 – Present

**Center for the Advancement of STEM Leadership**

**Fielding Graduate University, Washington, DC**

* Provide administrative leadership for the CASL and oversee day-to-day essential activities in the Office of the Executive Director.
* Facilitate integration of multiple components of CASL to enhance synergy.
* Establish and manage a comprehensive timeline for all CASL projects and activities and ensure timely execution.
* Oversee an online project management system to monitor and assess the Center’s progress, completion of tasks in accordance with deadlines and produce progress reports.
* Coordinate communication of all phases of Center activity between and among internal and external CASL stakeholders.
* Develop and manage the Center’s budget across all collaborating units; make recommendations as to where cross-unit budgetary support is desired or needed.
* Assist with preparing proposals for supplemental or additional funding, implement related extramurally funded projects, negotiate contracts with external vendors and speakers.
* Engage in project evaluation and research activities as appropriate.

**Director, Office of Research Development** 2016-2018

**Howard University, Washington, DC**

* Provided operational execution, oversight, and coordination for the office in adherence to the University’s research priorities and policies.
* Established policies and procedures for pursuing external funding.
* Ensured the proper identification, tracking and handling of funding opportunities.
* Supported supervisors and staff of various units and oversaw operations and logistics for training and on-boarding of teams in collaboration with Human Resources utilizing Oracle PeopleSoft (HR data management system); identified and addressed training needs; case assignment and case reviews as directed by the University.
* Oversaw the management of all personnel in the office (including oversight of timekeeping, performance management and professional development, progressive discipline, assignments, supplies and operations) and ensured standards and targets of the University were met.
* Participated in strategic planning with the President and senior staff to ensure the research department performance metrics and goals were met.

**Associate Director, Office of Research Development** 2013-2016

**Howard University, Washington, DC**

* Organized and led technical assistance trainings and workshops.
* Communicated with stakeholders, federal agencies, private foundations, and other external and internal partners as directed by the University to provide technical assistance.
* Created Research Day at Howard University which included 400+ participants consisting of faculty, students, visitors, and federal agency personnel.

**Program Manager, Office of the Associate Provost for Academic Affairs** 2011-2013

**Howard University, Washington, DC**

* Administered internal funding programs to help faculty develop their research.
* Coordinated meetings for the university research council.
* Maintained database for tracking office information used for strategic planning and high-level decision making.

**Program Manager, Women’s Health Institute** 2009-2011

**Howard University, Washington, DC**

* Performed specialized administrative and academic functions, including research analyses, program coordination and monitoring for routine HIV screening in a hospital setting.
* Managed and coordinated an eight-member team responsible for screening, tracking, and connecting patients to care utilizing Oracle PeopleSoft.
* Developed protocols and scripts for screening, patient follow-up, and data management, contact tracing and longitudinal support to ensure compliance with confidentiality and security protocols.
* Conducted quality assurance/quality improvement activities to ensure performance goals are met.
* Expanded HIV screening program to the inpatient setting to capture an additional 300 individuals. The accomplishments of the program were published in the Journal of the National Medical Association in 2010.
* Utilized data management systems and ensured that the data management needs of the clinical research team and the needs of the District of Columbia Department of Health’s HIV/AID, Hepatitis, STD and TB Administration (HAHSTA).
* As a team member, conducted screening, collected data (demographic, social, risk behavior) from individuals screened, and tracked/connected those that tested positive for the disease to care.

**Continuous Quality Management Coordinator, Center for Infectious Disease Management and Research**

* Administered surveys and analyzed patient data to ensure performance goals were met.
* Maintained clinic’s patient database to facilitate decision making by the clinical team comprised of infection disease physicians, physician assistant, case managers, and medical assistants.
* Continually conducted quality assurance and quality improvement activities.
* Increased the percentage of patients meeting quality of care standards.
* Provided effective oversight of the clinic’s federal site visit which resulted in additional funding years.

**Publications in peer reviewed journalS**

* Maxwell C., Sitapati A., Abdus-Salaam S., Scott V., Martin M., Holt-Brockenbrough M., **Retland N.** 2010. “A model for routine hospital-wide HIV screening: lessons learned and public health implications,” *J Natl Med Assoc*. 102(12): 1165-72.
* Taylor, O., Campone, F., **Retland, N**. 2021. Leadership to Broaden Participation in Science, Technology, Engineering, and Mathematics. *Journal of Negro Education* 90(3): 257-264.

**Abstracts**

* Human 5HTR-2A gene implicated in Breast Cancer: An *In silico* Analysis of Genetic Variation. **N. Retland Moreland**, A. Aloufi, A. Alyahyawi, C. Dalton, E. Demissie, G. Dunston, A. Shakoori, M. Abbas. Howard University, Human Genome Center, Washington, DC, United States. Poster presentation at the AACR 2018 Annual Meeting. Chicago, IL. June 2020.
* The role of human 5-HTR2A in miRNA expression in the triple negative breast cancer cell line. **N. Retland Moreland**, A. Aloufi, A. Alyahyawi, A. Shakoori, J. Aubee, K. Thompson, M. Abbas. Howard University, Human Genome Center, Washington, DC, United States. Poste Presentation at the RCMI 2019 National Conference. Bethesda Maryland. December 2019.

* HPV, HIV, and Male Gender as Major Risk Factors for Anal Neoplastic Transformation in African Americans. H. Brim, A. Afsari, N. Atefi, **N. Retland**, M. Abbas, T. Naab, B. Shokrani, E. Lee, M. Nouraie, H. Askhtorab. Howard University, Department of Internal Medicine, Health Sciences Division, Washington, DC, United States. Poster presentation at the AACR 2018 Annual Meeting. Chicago, IL. April 2018.
* HIV Screening in an Urban Emergency Department: Does Testing Methodology Impact the Refusal Rate of Women? C. Maxwell, S. Isom, **N. Retland**, M. Holt-Brockenbrough, C. Shamil, K. Outlaw, K. Wyche, A. Phillips. Howard University, Women’s Health Institute, Health Sciences Division, Washington DC, United States. Poster presentation at the 6th IAS Conference on HIV Pathogenesis, Treatment and Prevention. Rome, Italy, July 2011.
* Differences Risk Behaviors Across Gender: A 25-month Analysis of the Howard University Hospital Routine HIV Screening Program. C. Maxwell, S. Isom, **N. Retland**, M. Holt-Brockenbrough. Howard University, Health Sciences Department, Washington DC, United States. Presented at the Association for Academic Minority Physicians (AAMP). Naples, Florida, October 2010. Poster presentation at the 2010 National Summit on HIV Diagnosis, Prevention and Access to Care. National Harbor, Maryland, November 2010.
* Differences in HIV Risk Behaviors Across Gender. C. Maxwell, M. Holt-Brockenbrough, **N. Retland**, S. Isom, C. Shamil, A. Getahun, N. Adoko, A. Abdulahe. Howard University, Women’s Health Institute, Washington DC, United States. Presented at the International AIDS Conference. Vienna, Austria, May 2010.

**Honors and fellowships**

**2019-2020 Ernest E. Just-Percy L. Julian Graduate Research Assistantship**

**2019 Frontiers in Stem Cells in Cancer Advanced Trainee**

**Teaching responsibilities**

**2019 Graduate Student Instructor for Microbiology Laboratory Exercises for Medical Students, Howard University**

**2018-2019 Graduate Student Instructor for Microbiology in Health in Health and Disease, Howard University**

**PROFESSIONAL AFFILIATIONS AND SERVICE**

**2021 Guest Assistant Editor, Special Issue of *The Journal of Negro Education***

**2018-Present Member, American Association for Cancer Research**

**2014-2018 Committee Chair, Howard University Research Week and Symposium**