

ANDREW B. PROBASCO

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[PROFESSIONAL EXPERIENCE]

PRINCIPAL CONTRACT & GRANT OFFICER | DEPARTMENT OF CONTRACTS & GRANTS

April 2016 – Present

University of Southern California

Los Angeles, California

- Manage, train and oversee a central administration team overseeing all contract and grant activity covering fifteen departments and centers, and a multi-million dollar annual portfolio.
- Primary responsibilities include negotiate agreements with industry and international partners for research, non-disclosure, and collaboration, including federal flow-through awards with federal acquisition regulations (FAR) and defense regulations.
- Specialize in negotiations on intellectual property, export control, with advanced level analysis and negotiation of contract terms and conditions.
- Serve as the primary point of contact for all customer service related matters internally and with external partners, licensees and potential partners.

INDUSTRY CONTRACT OFFICER | OFFICE OF INTELLECTUAL PROPERTY & INDUSTRY SPONSORED RESEARCH

June 2013 – Present

University of California, Los Angeles

Los Angeles, California

- Negotiating of agreements for research, material transfer, non-disclosure, and collaboration with industry partners, including federal flow-through awards, including federal acquisition regulations (FAR), defense regulations, intellectual property, export control, with expert level analysis of university, federal and other generally accepted contract and grant policies.
- Serving as a liaison between industry and research faculty and staff to facilitate increased sponsorship and new support ventures.

SENIOR CONTRACT & GRANT OFFICER | DEPARTMENT OF CONTRACTS & GRANTS

May 2011 – June 2013

University of Southern California

Los Angeles, California

- Negotiated and executed research contracts with defense, intelligence and other federal agencies and industry sponsors, including federal acquisition regulations (FAR), defense regulations, intellectual property, export control, with expert level analysis of university, federal and other generally accepted contract and grant policies.
- Managed a multi-million dollar portfolio of active federal contracts, with over 140 active agreements.

EXECUTIVE ASSISTANT TO THE DEAN & SPECIAL PROJECTS ADMINISTRATOR | COLLEGE OF ENVIRONMENTAL DESIGN

September 2009 – May 2011

University of California, Berkeley

Berkeley, California

- Collaborated with high level administrators and university officials on behalf of the Dean
- Designed, developed, and implemented new educational initiatives and revenue-driven programs
- Maintained strict confidentiality and a professional demeanor in administering the Dean's daily agenda, served as a liaison to students, university staff, faculty, administrators, government officials, and members of the public

CONTRACT & GRANT COORDINATOR / RESEARCH & DEVELOPMENT ADMINISTRATOR | COLLEGE OF LETTERS, ARTS AND SCIENCES

July 2007 – September 2009

University of Southern California

Los Angeles, California

CENTER FOR INTERNATIONAL STUDIES

- Coordinated, developed, and executed research proposals, colloquia, and academic seminars
- Cultivated & managed research partners to advance scholarship and further the center's mission
- Managed financial accounting, reporting, and disbursement of extramural and University funding

CENTER FOR SUSTAINABLE CITIES, GIS RESEARCH LABORATORY, & THE PROGRAM FOR ENVIRONMENTAL & REGIONAL EQUITY

- Managed research accounts, payroll, and expenditures for two multimillion dollar research centers
- Reviewed research proposals for compliance with University, local, State, and Federal regulations
- Prepared expenditure reviews, prepared budget changes and cost transfers, effort reports

CONTRACT & GRANT ASSISTANT | OFFICE OF CONTRACT & GRANT ADMINISTRATION

March 2006 – July 2007

University of California, Los Angeles

Los Angeles, California

- Administered sponsored research and monitor compliance for 19 schools and departments
- Reviewed proposals for extramural funding from state, federal, and private agencies. Determined conformity with agency guidelines and university policies and regulations

[VOLUNTEER EXPERIENCE]

FINANCE & OPERATIONS DIRECTOR | COLLECTIVE CHURCH

November 2014 – Present

Culver City, California

- Direct all start up operations, coordinate with state and federal agencies for incorporation, tax exemption, and establishment as a non-profit entity
- Manage and direct financials; coordinate and run payroll
- Manage logistics and coordinate long term budget planning

USHER MINISTRY DIRECTOR | REALITY LA CHURCH

December 2011 – December 2014

Los Angeles, California

- Serve as administrator for managing and coordinating 100+ volunteers, and working with six team leads
- Provide vision and direction for volunteers, evaluate and execute best practices for effectiveness
- Work with staff to address and correct issues in operations, functions, and service

[EDUCATION]

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California, August 2007 – August 2009

- Master of Arts, International Relations – USC School of International Relations
- Master of Public Administration – USC School of Policy, Planning and Development
- Thesis: Divine Providence, Deferred Progress: The Promises & Perils of Religious Humanitarianism & the Evolution of Independence & Inter-Dependence in Religious & Secular Approaches to International Assistance

CALIFORNIA WESTERN SCHOOL OF LAW, San Diego, California, August 2004 - April 2005

- Research Assistant - International Law Studies - Professor William Aceves
- International Law Studies Fellow and Creative Problem Solving Scholar

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, California, August 2000 - May 2003

- Bachelor of Arts - International Relations; Bachelor of Arts - Political Science - May 2003
- Thematic Option Undergraduate Honors Program Student

[REFERENCES]

- References available upon request.