

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 Robby Hagen		POSITION TITLE Budget/Financial Analyst	
Email rhagen@scuref.org			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY
University of South Carolina, Aiken	BA	12/10	Accounting

A. Personal Statement

I have been with SCUREF since the end of September 2010. I was offered a 3 month internship and transitioned to full-time employment immediately following graduation. During my time with SCUREF I have continued to develop skills in Microsoft Word, PowerPoint, and Excel. I have had the opportunity to work with the Departments of Defense, Energy, and Homeland Security on several different programs administered by SCUREF.

B. Statement on Current Work in Nuclear Forensics

- Assist in the preparation of an annual funding continuation application for ongoing programs.
- Prepare detailed monthly financial reports for DHS.
- Access MUSC's online financial system in order to obtain the appropriate backup documentation for invoices and monthly reporting.
- Develop and maintain a secure remotely accessible database for each initiative that contains relevant up to date information for each student or award.
- Communicate with USC and MUSC regarding the allocation of funds, period of performance for subawards, and relevance of expenses for each initiative.
- Review each travel request and make recommendations based on the current funding available and travel budget for NFGFP and NFUSP.
- Assist in the development of an HBCU Pilot Program in Nuclear Forensics
- Work with our PI's and the MUSC Program Coordinator to update and maintain a programmatic calendar for all DHS initiatives.