

**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 Nicole Huchet		POSITION TITLE Program Manager	
Email nhuchet@scuref.org, nicoleh@usca.edu			
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
University of North Carolina, Greensboro	BA	05/94	Anthropology, English

**A. Personal Statement**

Manage nuclear energy grants for the Departments of Energy, Homeland Security, and Defense. I began this job in 2001 as a part time Systems Analyst for two nuclear energy fellowship and scholarship grants. In October 2003, I was promoted to full-time Program Assistant and was promoted again to Co-Program Coordinator in July 2006. Currently, I co-manage six grants that range from nuclear energy fellowships and internships to event planning.

**B. Statement on Current Work in Nuclear Forensics**

- Analyze program needs and resources. Recommend and implement effective modifications to program policy and procedures while working within state and federal grant guidelines.
- Write, edit, produce and disseminate written materials, including program descriptions and application packages; brochures and promotional posters/presentations.
- Act as liaison and principal contact for federal clients, students, site managers, academics and fiscal officers. Facilitate communication among all parties in order to problem solve and maintain strong working relationships.
- Assume personnel responsibilities: Assist in management of internship program payroll and benefit packages. Support grant budget management in conjunction with the SCUREF Chief Financial Officer, Principal Investigators, SCUREF accountants and clients.
- Develop and maintain program administrative systems, such as electronic and hard copy document processing, data management and long term project monitoring. Create and maintain comprehensive up-to-date database and spreadsheet files, submit periodic reports on schedule and retrieve data upon request. Responsible for intake of student applications for fellowship and internship programs, threshold review and presentations of application packages to review committee.
- Provide logistical support to a high profile government commission. Responsible for travel and meeting arrangements. This includes coordinating with hotels, airlines, catering, embassies, the Department of Energy and the commission for all domestic and international meetings and travel; developing meeting agendas with the commission staff; reimbursing expenses for commissioners and participants; tracking all expenditures by meeting and traveling with the commission to all meetings in order to assist with onsite needs.
- Since 2001, I developed three web sites for the SCUREF grants. Currently, I am working with a web design company to develop an updated and comprehensive SCUREF web site. This web site disseminates information about all SCUREF grants. I developed electronic applications that are currently in use for all applicable grants.