

Gregory William Stewart

4305 Pickwick Drive, Raleigh, NC 27613

Email: gws4077@gmail.com | Phone: (570) 604-0892

Profile Summary:

Operations manager with a strong research background.

Education:

B.S., Neuroscience, Duke University

2014

Professional experience:

Operations Manager II - Social & Scientific Systems Inc., September 2020 - Present

- Worked as government subcontractor to oversee the operations for *Environmental Polymorphisms Registry* (EPR) on behalf of the National Institute of Environmental Health Sciences.
 - Planned and carried out all operational endeavours as envisioned by the client.
 - Optimized existing operations procedures.
 - Worked with Data Management, Programming, and Data Analysis departmental functional areas to facilitate collaborative studies, large scale communications with participants, and other study logistics.
 - Managed operational budgeting and reporting on behalf of clients.
 - Managed regulatory administration of registry protocol and all collaborative secondary protocols.
 - Oversaw research assistant activities

Laboratory Coordinator – LaBar Laboratory, Duke University. Duke University Center for Cognitive Neuroscience, Duke Institute for Brain Sciences, August 2017 – September 2020

- Managed research administrative duties (e.g., IRB creation, IRB compliance, budget administration, regulatory administration, clinical research administration, new employee training, subject recruitment, subject scheduling, subject testing, data storage and record-keeping, purchasing administration, coding, website development, data analysis, server administration, and lab calendar coordination).
- Laboratory liaison with US clinical trial regulators.
- Maintained and administered psychophysiology equipment.

Project Coordinator – Duke University *Summer Seminars in Neuroscience and Philosophy (SSNAP)*, September 2015 – July -2017

- Received and reviewed applications from over one hundred academics across multiple research disciplines.
- Managed progress and financial reports for multi-million dollar grant funding.
- Organized logistics for over 40 distinguished guest lecturers and 20 fellows attending the yearly seminar series.
- Planned and oversaw events for attendees, fellows, and guests to attend for the annual two week seminar series.
- Assessed and determined funding for sub-projects created within the program.

Laboratory Manager - Imagination and Modal Cognition Lab, Duke University. Department of Philosophy, Duke Institute for Brain Sciences, December 2014 – July 2017

- Developed and ran multiple neuroimaging and cognitive behavioral studies.
- Managed research administrative duties.

Gregory William Stewart

4305 Pickwick Drive, Raleigh, NC 27613

Email: gws4077@gmail.com | Phone: (570) 604-0892

Skills:

Proficient in Python, SPSS, MATLAB, E-Prime, MS Office, MS Planner, Outlook, OnCore clinical project management software, OpenProject project management software. Novice in R.

References:

Dr. Kevin LaBar, PhD. Primary Investigator: LaBar Lab.

Email: klabar@duke.edu, Phone Number: (919) 681-0664

Dr. Felipe De Brigard, PhD. Primary Investigator: Imagination and Modal Cognition Lab,
Co-Director Summer Seminars in Neuroscience and Philosophy (SSNAP).

Email: felipe.debrigard@duke.edu, Phone Number (919) 259-8114

Dr. Natasha Parikh, PhD. IMC Lab and LaBar Lab alumna.

Email: natparikh@fas.harvard.edu, Phone Number (815) 260-0437

Dr. Daniel Stjepanovic, PhD. Former postdoctoral researcher at the LaBar Lab.

Email: d.stjepanovic@uq.edu.au, Phone Number +61 734 432 534