

Christopher J. Maltby, MBA
Project Manager
Leadership · Development · Communication

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Empowering, facilitative manager with the ability to develop collaborative work models, successfully initiate system improvements and streamline communication. Work effectively with a wide variety of personalities and styles. Creative and versatile.

AREAS OF EXPERTISE

Human Resources Generalist	Employee Performance	Technical Writing
Project Management	Public Speaking	Strategic Problem Solving
Event Planning	Presentation	Database Management

EXPERIENCE

LEFT COAST THEATRE CO., San Francisco, CA **2012 to Present**
Actor/Director/Playwright/Steering Committee Member/Board Member

- Perform in numerous productions of LCTC, a small Bay Area theater company that specializes in producing collections of original short one-act plays.
- Write many of the short plays included in these collections.
- Co-wrote the first full-length play developed in-house at LCTC – *Come Here Often?*
- Direct many of our short plays as well as *Come Here Often?* and *Dog Sees God*.
- Conduct LCTC’s ongoing Writers Workshops, which are aimed at fostering new playwrighting talent as well as developing new works for our future anthologies.
- As a member of both the LCTC Steering Committee and the Board of Directors of Left Coast Arts, work with the other members to plan LCTC’s schedule of performances, raise funds, bring new playwrights, actors, and directors into the company, and recruit new members to company management.

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA **2013 to 2020**
Grants Analyst/Research Administrator

- Liaise with Principal Investigators (PIs), the Berkeley Sponsored Projects Office and sponsoring organizations in creating contract and grant proposals including reviewing requests for proposals supervising budget development and drafting summaries of content, gathering data, and responding to requests for information.
- Organize, plan, establish and monitor budgets for contracts and grants administration, gifts, endowments, and privately funded projects for faculty research programs.
- Ensure complete and accurate collection of research administration at all stages of the contract and grant life cycle. Provide standard financial reports and projections.
- Research and compile information required for proposal budgets.
- Prepare support documentation as required by proposal guidelines and coordinate proposal submissions with Sponsored Projects Office.
- Manage non-competing continuations, supplements, and other award/agreement amendments. Inform higher-level RAs of potential overdrafts and recommend routine action to resolve and prevent overdrafts going forward.
- Teach popular course in customer service for Research Administrator Professional Development Program (RAPDP).
- Collaborate on development of training materials for RAPDP.
- Built and maintain Access database to better manage fund and Principal Investigator information and to create custom reports as needed.

BIO VENTURES FOR GLOBAL HEALTH, San Francisco, CA**2009 to 2012*****Manager, Human Resources and Special Projects***

- Human Resources Generalist: Managed all human resources functions including recruiting, compensation, payroll, and performance appraisal and coordinated the work of external consultants.
- Initiated BVGH's first formal employee performance program including procedures, documents, and online forms.
- Oversaw the process and production of BVGH's first employee handbook.
- Built and managed Access databases and tracking systems for recruitment efforts, program and project milestones, and staff information which helped senior management minimize costs and facilitate future planning.
- Led project to create 2011 report to the Bill & Melinda Gates Foundation on the use of their funds by BVGH. Worked with four department heads to gather necessary information, then wrote and submitted document. The result was praised by our program manager at the Gates Foundation as more than fulfilling their requirements.
- Directed logistics of 2011 Partnering for Global Health Forum (PGH) both in San Francisco and at the conference site in Washington, DC to ensure that all aspects of the conference ran smoothly and that the conference was a success. PGH was conducted in conjunction with the annual meeting of the Biotechnology Industry Organization. Its purpose was both to increase awareness of global health issues within the biotech community and to encourage biotech companies to do expand their research and development to neglected diseases of the developing world.
- Supervised successful cross-country workforce relocation of primary BVGH office from Washington, DC to San Francisco, CA.

THE PATH MALARIA VACCINE INITIATIVE, Bethesda, MD**2007 to 2009*****Business Development Associate***

- Built MVI's first all-program database which facilitated work planning and made it possible to generate a number of internal reports as well as to easily extract information for our donors.
- Designed New Opportunity Assessment Process with the Director of Business Development. This process streamlined and standardized the evaluation of new projects for investment.
- Planned and managed all special functions including staff retreats and client organization receptions
- Managed leads for potential new projects, sharing key information with appropriate MVI staff and managing follow-up activities.
- Supervised creation of presentation materials for Business Development, Scientific and Project Management teams.
- Screened incoming requests for proposal on new projects to ensure they adhered to PATH standards.

THE PATH MALARIA VACCINE INITIATIVE, Seattle, WA**2003 to 2007*****Assistant to the Director***

- Provided administrative support to director of international health program.
- Directed construction, decoration and furnishing of new office space, delivering project within budget.
- Planned and managed multiple successful staff retreats for 30+ employees, conferences, workshops, and meetings completing each at or under budget.
- Planned, coordinated, and prepared production and distribution of complex materials.

EDUCATION**MBA, Human Resources, International Business, Finance, University of Washington, Seattle, WA****MBA Exchange Program, Cranfield School of Management, Cranfield, UK****BA, Radio/TV Communications and Speech Communications, University of Washington, Seattle, WA**

TRAINING

Facilitative Leadership

Results Curve

Project Management Made Simple

Six Sigma Green Belt Business Process Improvement