**Robert S. Chiozzi, MBA, CSM, CSPO**

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Contractor, Consultant

**Professional Profile:**

New Product Development, Senior Project Leader, Business Analyst/Project Manager for Information Technology, Biotechnology, Precision Manufacturing, and Financial Analysis.

* Designed the scope of work, budgets, staffing, organizational impact, and projected outcomes for complex software, biotechnology, and production projects from conception toward commercialization using cross functional teams and agile methodologies. Expert at developing business and technical requirements, translating complex scientific/technical concepts and outcomes into the common lexicon, and into the languages of business and finance for costing, risk, and market analysis. Devised business models, honed project and strategy focus, and defined performance and acceptance criteria. Good familiarity with CFR 21 (FDA). Experienced as an R&D biotech bench scientist, product developer and leader, and financial and project management.
* Developed field trials for diagnostic tests at various locations around US. Collected and parsed information, made appropriate chemical changes when needed, and reported to appropriate federal agencies.

**Relevant Skills:**

* *Software Experience:* JIRA, Project, SharePoint, (Office) Excel, Access, Word, .ppt, and others. Very fast learning curve.
* *Communicating:* Excellent at engaging, motivating, and developing a sense of ownership and accountability in individuals and groups: I’m an adjunct college instructor teaching courses from science to business. I train, listen, organize, facilitate, negotiate, and design projects for optimal participation via cooperative planning.
* *Writing:* Grant Author/Researcher/Editor - narratives, scope of work, and staffing for federally and state funded grants. Prepared the complex budgets for grant applications including SBIR Phase I and Phase II proposals for NSF, NIH, NIJ, MTI (ME), and NYSERDA (NY). Reviewer for SBIR phase one and commercialization.
* *Financial Analyst:* Reviewed risk, capacity, and budgets for business loans, new housing mortgage loans, and grants.

**Relevant Past Positions:**

**Growth Management, Inc.** (Consulting company founded by me in graduate school, put on hold when hired full time)

October 2016 to Current

* Project Manager for wholesale and retail pricing, costing of product, strategy for distribution, partner negotiations, and other support for a billion-dollar Australian food company entering the United States with their launch in the Philadelphia area. Supported the difficult process and individuals involved keeping focus on tasks at hand. There are now at least fifty-five exclusive warehouse distributor locations in the US with growing sales. This was a very onerous process with regulatory and competitive obstacles, difficult pricing negotiations, but the foothold in the US market is now secure and growing. This contract position required deep research, understanding of multiple inputs and requirements, and skilled use of Excel (designed the costing, pricing, and risk analysis over time).
* Project Manager for the development of a detailed plan of action for an analytical laboratory in preparation for the approval of medical and recreational cannabis in Maine. Prepared a detailed plan with identification of obstacles, regulatory issues, needed equipment, needed personnel, cash demands, history, projections of cash flow pricing, costing, etc. This project is dependent on rules and regulations for laboratories not yet released by Maine regulatory agencies. The plan was based on the processes and procedures used in other states and should stand well when Maine releases their requirements for analytical testing laboratories. This was a labor-intensive process that required a great deal of learning about a new industry, cannabis fractions and levels, terpenes, other fractions, analytical software for identification of fractions, and mostly hazardous contaminants such as the wide variety of pesticides, herbicides, rotenone contamination, heavy metal contamination, the various analytical equipment required, and how best to position the required business and technical elements mandated by the industry.
* Patent Broker: Working with a licensed patent broker, I reviewed many patents in various technologies (most IT, IOT, transactional IT, etc.) for economic potential. This included examining competition, potential users, cost of implementation for a company, and competitive advantage for a licensing company.

**Tilson Technology Management, Inc., Portland, Maine, *Senior Consultant, Project Manager*** April 2015 to September 2016 (left due to large personnel layoff week of September 19, 2016)

Tilson contracted me out to a variety of organizations and their divisions, examples follow:

*Senior Project Manager, Contractor to the Fraud Investigations and Recovery Unit of the Department of Health and Human Services*

* Project management of a team installing a COTS fraud investigation and recovery database.
* Used JIRA software to track progress of project deliverables, problem resolution.
* Organized individuals and moved the project along in a positive and encouraging fashion.
* The project was successfully implemented after working out severe IT issues.

*Senior Project Manager Contractor to the Office of Substance Abuse and Mental Health Services* (SAMHS), *Division of the Department of Health and Human Services* (DHHS), *State of Maine*

* Interviewed dozens of staff to understand SAMHS workflow at the individual and office level and how data systems are used in the daily operations within the five “pillars” of SAMHS.
* Mapped databases, data repositories, and data handling and statistical programs within the SAMHS office.
* Prepared a case study to demonstrate how data systems can be improved for better tracking costs and services delivered.
* Offered suggestions for improvement of workflow, data communications, and understanding service delivery and cost.

*Senior Project Manager Contractor to the Office of Aging and Disability Services* (OADS), *Division of the Department of Health and Human Services* (DHHS), State of Maine

* Wrote job descriptions, roles, and responsibilities for some key staff including databases employed, Medicaid and Medicare waivers used and how, management of waiting lists, and work and process flow.
* Job descriptions used by senior staff to hire key personnel.
* Mapped databases and data repositories currently used by OADS management and staff by engaging all OADS personnel in extensive interviews to determine digital work flow. Prepared user stories and business requirements for IT department.
* Designed short and long-term future-state database maps that enhance data sharing and reporting.
* Identified work flow deficiencies, critical needs, and prepared user stories for scope of work to produce an RFP for more efficient movement and access of data and timely tracking and reporting of services delivered and cost.
* Researched and wrote a comprehensive outline for a grant opportunity concerning accommodating and aligning a federal program’s data collection expectations for the Adult Protective Services Division of OADS.
	+ This process required detailed research and understanding the federal NAMRS program, programs of its affiliates and business related entities, and understanding the data disparities between what is collected at NAMRS and what is collected at DHHS OADS Adult Protective Services, and what steps are needed to accommodate OADS data with the NAMRS program.
* Taught some management and staff how to apply agile techniques to their complex work processes, pilot programs, and writing complex federal grants.
* Worked to ameliorate cultural issues that divide staff and create fiefdoms of information.

**Growth Management, Inc. Cape Elizabeth, Maine (Founder)** February 2006 to April 2015 (Founded by me in graduate school, put on hold when hired full time)

General:

* Prepared applications to regulatory bodies (USDA and FDA).
* Developed project plans, timelines, milestones, deliverables, staffing needs, etc. for client companies. Focus always on building high performance employees and teams.
* Reviewed proposals for biotech firms and IT firms, edited them for clarity and consistency. Completed budgets, labor requirements, performance and milestones timelines, and submitted to the funding agency on behalf of the client.
* Developed strategic plans for a variety of companies.
* Retained Consultant to Clients of the Maine Technology Institute

Recent Growth Management Client Examples (dozens of clients during this period):

Contractor to Private Startup, Scarborough, Maine

* Co-developed a plan of action for a startup company. Co-authored a successfully funded grant application.
* Developed a high flow disinfecting fabric. Attached a quaternary ammonium chloride irreversibly to a viscous rayon solid phase and tested microbial capture and lethality against ubiquitous surface bacteria using microbiological methods in leased lab space.
* Analyzed various methods for low impact, high throughput manufacturing

IDC, Westbrook, Maine, Contract Vice President of Finance and Project Development

* Developed the business model, negotiated development contracts, wrote grant applications (funded), helped raise private funds for development, and assisted in setting up technology trials for a software service (which were successful). This is an internet based technology that excelled at locating illicit transactions using a modified AI program. Used iterative technologies to develop the program.

Consulted/Contracted to many clients as Growth Management, Inc. for grant planning and writing, market assessments, technology assessment/commercialization, forecasting, BE analysis, and business strategies**.**

**Maine Technology Institute, Gardiner, Maine, Full Time Employee**

Manager of Information Technology, Biotechnology, Precision Manufacturing Industries

February 2000 to February 2006

* Worked with the management and principal investigators of MTI funded companies to develop project timelines and technical and financial performance milestones (software, biotechnology, and precision manufacturing).
* Managed millions of dollars of grant and private funds for research and development.
* Acted as a strategy and project consultant to client companies.

**Prior to Year 2000**

**Coastal Enterprises Incorporated, Wiscasset and Augusta, Maine, Full Time Employee,** Feb 1990 to Feb 2000 (from 1990 to 1993 worked as an intern at SBDC at CEI as a graduate student)

* Business Advisor, SBDC: assisted businesses with marketing, cash flow, structure, etc.
* Assisted loan department with applications and due diligence for business and new housing mortgage loans.
* Brought clients to private banking and investors for startup and/or expansion funds.

**Research and development scientist/Project Manager in academia and private industry,**

To 1990

* Determined the effect of protein and DNA antimetabolites on solid tumors at Sontag Institute
* Leukemia and solid tumor research at Tufts Medical School, Dept. of Pathology
* Developed veterinary diagnostics and therapeutics that sold worldwide for private biotechnology group (hormone and drug testing). Set up pilot manufacturing and large scale production.
* Developed hybridoma cell lines for diagnostics and developed new methods of conjugating proteins for targeting and marking reactive analytes as a protein chemist for a private biotech.
* Developed field trials with academic groups across US, convened review boards.
* Set up pilot production processes for diagnostic and therapeutic products.

**Education:**

* BS Biology (Boston College)
* Master of Business Administration (USM – Maine State System)
* Classes at the Executive MBA Program (Sloan School, MIT)
* Experienced Certified Scrum Master and Scrum Product Owner (Scrum Alliance)