

# James Entwood

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## Personal

Born on December 17, 1977.

United States Citizen.

## Education

B.A. Physics, State University of New York at Geneseo, 2000.

M.A. Leadership Studies, University of Southern Maine 2011.

Studies in: leadership styles; communication; creativity; planning; diversity; conflict; groups; ethics

## Employment

**AmeriCorps Volunteer**, Maine Conservation Corps 2001-2002.

coordinated roadside volunteer landscaping projects across Maine including: camp road BMPs; vegetative buffers; perennial gardens; trail design and construction; and invasive species control

**Program Coordinator**, Maine Volunteer Lake Monitoring Program 2004–2011.

bookkeeping, budgeting, fundraising and payroll

designed and edited quarterly newsletters and annual reports

recruitment, training and coordination of volunteers

quality assurance and quality control of data for sharing with state and federal agencies

analysis and presentation of Maine lake data

created custom php/mysql website with pages for all 6,000+ Maine Lakes to display water quality data, maps, and volunteers

prior to leaving this position ported our site to Wordpress and coordinated the LakesOfMaine.org website development, organizing collaborative work of scientists, consultant, funders, and stakeholders

**Research Aide**, Department of Computer Science, Cornell University 2011–2013.

responsible for drafting, editing, and submitting reports

coordinated grant submission and report writing among financial, contracting, and research teams

engaged stakeholders to develop integrated messaging among related research groups

developed, wrote, and programmed Cornell's Cloud Computing website (with a budget of zero) to target students recruitment and enhance faculty collaboration

created and implemented communication strategies and online tools for collaboration among other university and corporate research partners

designed and created online knowledge base of Nuprl library of formal mathematics

**Administrative Supervisor**, Lab of Atomic and Solid State Physics, Cornell University 2013–2016.

webmaster for LASSP website

developed 11 faculty group websites, including design, implementation in Drupal, content migration, and maintenance

summarized scientific research for online news stories

managed events including weekly LASSP Seminars, weekly Biophysics Colloquium, Annual Theoretical Physics Summer School, and Annual Biophysics Symposium

assigned office space and conducted annual space inventory

support the Microbiology Training Grant (MBTG), including compiling material for proposal preparation, reporting, student nominations, and budget tracking

developed wiki and collaborative tools to manage MBTG

coordinated preparation of 300 page NIH Training Grant renewal application with data and narrative compiled from multiple Cornell departments, offices, and faculty

initiated and developed annual orientation for new staff and students

**arXiv Operations Manager**, Cornell University, 2016–Present.

provide leadership, management, and ongoing development of daily submission process

supervise arXiv's operations staff

oversee the administration of arXiv's user-support and moderation processes

manage the development of arXiv policy and user help documentation

## Publications

Qualitative Study of Maine Volunteer Lake Monitors Environmental Values and Motivations, Master's Thesis. 2010