

Multi-Talented, High-Level Assistant for Your Organization Active in Solving Biological Aging

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Objective: Solve aging for Open Ended Life – Healthy Of Course!

Compensation could be minimal to cover expenses, and possibly include the organization's therapy at no or minimal cost.

Learns fast. Promotable to higher level positions as the organization grows. Would consider traveling or relocating to achieve objective.

SOME SKILLS – High level, routine tasks, and anything in between

- Routine administrative tasks handled swiftly and flawlessly
- Writing, analysis, training, quality assurance, regulatory, marketing, messaging, fundraising, venture capital, high-level ethical selling, social media
- Office administration
- Business – administration, financial, accounting
- Marketing and facilitating ethical win-win courses of action among partners – ie highest level ethical selling
- IT and database skills – complex data, data mining, reporting, software development & programming.
Examples: Clinical trials software, analysis and reporting on data, bio/protein informatics, web site development, social media, computer and network support, Microsoft office (Word, Excel, Powerpoint, Access).
I quickly learn new software systems.
- Learning to speak Spanish, should there be a need to interface with clinics in Spanish speaking countries
- Learning genome analysis and annotation. <https://just-dna-seq.readthedocs.io/en/oakvar/>
- Great interest in gene therapy. One example, plasmid “minicircle” gene therapy holds great opportunity for health enhancing and lifespan extension, so seeking ways to facilitate further development. Analyze an individual's genome with gene analysis and annotation system, create personalized gene therapy.
- Active in resetting the epigenome toward youth / cellular reprogramming, therapeutic plasma exchange, umbilical cord plasma infusions and many other therapies for more healthy years leading to open ended lifespan.

PERSONAL CHARACTERISTICS

- Solves problems
- Gets results
- I thrive in an entrepreneurial environment with multiple, and often changing, priorities

- Outstanding communication skills
 - Concise, focused, effective, action oriented
 - Explains complex concepts to technical and non-technical people in everyday language and in terms of business and human benefits
- Great interpersonal skills. People like me, and I work well in teams or alone
- Honest and can be trusted
- Can take direction, or figure out what needs to be done and handle it so you don't have to think about it
- I'll work hard to increase your growth and profits, and save you money
- You can count on me

A FEW ACCOMPLISHMENTS

- Devised data management and reporting system to save physician/scientist over two weeks per year of tedious spreadsheet editing
- Saved department manager 15 days / year of repetitive data entry by creating simple automated process
- Common sense, sometimes low tech solutions -- One situation: made it 1 day vs. 3 weeks, and \$120 vs. \$4800
- Simultaneously held positions of regulatory, quality assurance and training for growing medical company
- Was the main technical foundation, helped a company grow and satisfied major customers like Wells Fargo, Farmers Insurance and Transamerica
- Handled routine tasks whenever needed

EDUCATION

- **MBA** University of Southern California 1985 Core training and Entrepreneur Program. Wrote business plans, learned practical aspects of starting and growing businesses.
Deans List, Albert Quon Community Service Award, George S. May Scholarship, CA State Fellowship.
- **BA** psychology, CSU Fullerton. 1983 Neuro-biological emphasis
- UCLA Psychobiology 1978, one enriching quarter. Main interest was the electrochemical basis of consciousness. Attended seminars at the NeuroPsychiatric Institute.
- **Ongoing biological learning and application**

Free up your time for more important actions. I would handle details you shouldn't be burdened with.

What are your greatest problems right now? Chances are I can help!

Let's talk and find out how I can help.

Call me at (949) 922-9786

or email JAdams@AgingInterventionFoundation.org

SOME ORGANIZATIONS

In order of RELEVANCE – not chronological

Complete history – with no gaps -- can be provided. I have always been steadily employed.

Aging Intervention Foundation, dba for Bourhenne Medical Research Foundation
Newport Beach and Menlo Park CA.

2008 to present Executive Director (pro bono)

- Management and research administration.
- Worked with scientists on team in small scientific studies (plasma transfer, oxytocin, Horvath methylation age biomarker and others).
- Managed 437 member email discussion forum (list service). Approved content, often worked with members to reconcile personality and philosophical conflicts.
- Communications including scientific summaries, powerpoint presentations, grant proposals and project budgets, policies and procedures, practical scientific informational content.
- Webcast and videotaped scientific meetings, then edited and stored video recordings on high definition video server for future viewing.
- Created videos and email promotions
- Ongoing study of recent biological advances by learning from scientists, attending conferences and meetings studying newsletters and other materials.
- Made informative and entertaining presentations to groups of people. Included Bay Area Rotary and Lions Club meetings about the prevalence of diseases and aging, and solutions for healthy living.
- Web site development, programming, database design and reporting. Email/direct mail text and video creation, locating and evaluating email and direct mail marketing lists.
- Organized events with conventional and EventBrite online management, announcement and ticketing system.

Age Management Telehealth Physicians Manager, 2020 to present Startup, beginning operations 11/2021

- Clinical trial - clients/subjects have consultations with experienced age management physicians remotely via our telehealth video portal. Clients/subjects will have personalized age management therapy programs created for them.

Gerontology Research Group 2001 to present

Initially assisted Executive Director, then co-chair, and recently assumed leadership after passing of founder and Executive Director. Part time, pro bono.

- Helped manage monthly meetings, arranged speakers, videotaping, placed recordings online.
- Created parser program to convert supercentenarian data from a unix file and save as HTML, and do monthly runs.
- Work with Scientific Director to create forum on GRG.ORG web site and email discussion forum.

Supercentenarian Research Foundation 2002

Foundation studied oldest humans and what accounts for their exceptional longevity.

<http://www.supercentenarian-research-foundation.org/mission.htm>

- Worked with senior scientists to create specifications.
- Created web site and online subject management and display system.

- Designed the relational database to serve as data storage for demographic information.

Edit page screen shot: <http://www.supercentenarian-research-foundation.org/SCManagePage.jpg>

Display: <http://www.supercentenarian-research-foundation.org/TableE.aspx>

BioFutures LLC 2020-2021 - assisted with multiple activities, like biomarker selection and implementation (facilitate communicating details to draw lab, like tubes and shipping requirements and supplies), and screening test providers, evaluating programs and making recommendations, locating and evaluating providers of various services, telemedicine inception and consultant location and selection.

Vitality in Aging 2020 – assisted with biomarker selection and concept development at inception. Assisted with orienting subjects and conducted physiological testing at RAADfest 2019.

CRS Clinical Research and Statistics/DataSite Irvine, CA 11/97 to 06/01

Clinical trials programmer analyst

- Worked with customers and doctors to solve problems and build custom reports.
- Analyzed complex data, data mining and reporting.
- Database design.
- Worked with customers and internal team to create programs and queries to locate and clean up invalid data and update data based on customer requirements.
- Developed and maintained web and windows clinical trial analysis and reporting, medical informatics, medical software and clinical outcomes systems. ASP, HTML, objects, Microsoft Visual Studio, Visual Basic, Visual Interdev.

Syrrx, Inc. San Diego, CA 11/01 to 7/02.

Bioinformatics/Protein Informatics consultant.

Syrrx was the leader in the field of structural proteomics, the process of generating protein structures from genetic information leading to new drug discovery.

- Worked with senior scientists to create specifications. Developed programs to process data to increase the effectiveness of biologists and crystallographers and improve the drug development process. Learned and produced results fast.
- Unix and Linux environment, Oracle database with SQL Navigator, Perl, Visual Basic and Java. Molecular visualization and modeling tools.
- Developed programs and utilized data from biological databases and web sites, processed protein data bank files and implemented programs downloaded from university and other public sources.
- Examples:
 - Created perl programs to run sequence and structural alignment and overlay novel structure against the entire Protein Data Bank (PDB) or DALI domains, then parse out sequence and structure alignment scores, RMSD, equivalent matches and other results, then calculate other values, then insert results into Oracle database.
 - Used clustalw in combination other programs to align kinases on binding sites then overlay entire structures by reading transformation matrices and processing. Programs to batch download fasta formats from PDB, categorize kinases by domain.

- Developed prototypes for annotation system to allow for custom annotation and review of PDB entries.

Protein Data Bank www.pdb.org San Diego, CA

Bioinformatics Internship, Projects and Training 9/01 to 11/01

- Developed program to calculate structural distance based on RMSD, equivalence, RMS cutoff and number of CA atoms.
- Analyzed and made recommendations for upgrade of protein modeling system. Designing new web pages (HTML, JavaServer Pages) for Protein Data Bank.

Protein Kinase Resource 11/01 Pro bono Bioinformatics Internship Redesigned search page for Netscape-friendly formatting.

Omnimedical Paramount, CA 1979-1983

Medical device and services company specializing in computerized tomography (CT) brain scanners and medical technology (ultrasound, cardiology, echo cardiology and other) services.

- Simultaneously held positions of regulatory, quality assurance and training for growing medical company
- Created and managed training program for engineers, physicians and technicians from the US, Asia, Europe and South America.
- Developed and managed quality assurance program to comply with FDA requirements. Handled filings and in-house inspections.
- Designed and implemented electrical testing program for hospital equipment.

Success CE Newport Beach CA

Dec 2007 to June 2013.

IT Director

I left to solve aging full time. Gave long lead time to locate and train replacement.

President of the company invited me back in 2014 for consulting.

- Was the technical foundation and helped the company grow while being the main technical innovator and satisfying major customers like Wells Fargo, Farmers Insurance, Transamerica and others.
- Employee of the Month and Employee of the Year (one in a three way tie)
- Interfaced with and helped customer service, accounting, marketing and sales teams
- Mentored junior level employees to handle database management and repetitive programming tasks at a lower cost
- C# and ASP.NET, VB.NET, classic ASP programming, AJAX, 3-tier, SQL Server, Visual Studio, themes
- SQL Reporting Services, Crystal reports
- Installed and updated learning management system
- Found creative solutions to problems to save time. Found and fixed a wide range of problems.
- Handled situations of growing enterprise -- SEO (search engine optimization), installed Search feature (free from MSDN), page and processing customizations for affiliates and customers, email marketing (and assuring business email doesn't get on spam lists), brought hosting from outside service to in-house, change code for new credit card processing vendors

- Handled routine computer and network maintenance, managed systems support personnel
- Found creative solutions to problems to save time and money.

Marketing Consultant Orange County CA 1985 to 1991

- Increasing success in virtually all aspects of locating opportunity to turn it into results. Market research and analysis, segmentation, communications, lead generation (print advertising, direct mail, telephone), lead tracking, ethical sales, followup to closed sale and ongoing support, marketing and additional sales.
- Main take home points embedded in my philosophy: For best results and happy customers, first create something really great to offer. Then rather than taking a shotgun approach and marketing to everyone and trying to change someone's point of view, carefully create and deliver personally tailored messages to the few with a great need and who are receptive.
- Facilitating ethical win-win courses of action among partners – ie highest level ethical selling

Administrative and Computer Support While Upgrading Computer Tech and Software Development Skills Irvine, CA 1989-1993

This is included to let you know my willingness to handle routine daily tasks. Worked with a wide range of companies and assignments while in career transition.

- Administrative support and computer related roles
- Interfaced well with people with a wide range of personal working styles and personalities
- Proactive, resourceful, meticulous attention to detail
- Computer savvy, often learned new systems by sitting down and figuring them out
- Exceeded expectations of clients and agencies
- Clients frequently extended assignments, and asked to have me back

Musician (While studying to become a music therapist and after) 1970 to 1975

This is included to let you know my willingness to handle routine daily tasks. Worked with a wide range of companies and assignments while in career transition.

- Musical and singing performances for private parties, restaurants and other establishments
- Managed bookings, negotiated contracts and handled business affairs

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