

USM FOUNDATION - BUSINESS OFFICE PERSONNEL DIRECTORY

Please use this list to update your records on the names, telephone numbers and job responsibilities of our staff.
ADDRESS YOUR INQUIRIES TO THE PERSON RESPONSIBLE FOR THE SUBJECT MATTER

| | | |
|--|-----------------------|--|
| PRESIDENT & CEO | LEONARD RALEY | 301-445-1941 |
| | | ralej@usmd.edu |
| ↳ Administrative Assistant to the President and CEO | CARRIE ROBERTS | 301-445-2736 |
| | | croberts@usmd.edu |
| CHIEF AUDIT EXECUTIVE (USMF) | DARLENE HOWE | 301-445-2714 |
| | | dhowe@usmd.edu |

BUSINESS OPERATIONS

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|---|--------------------------|--|
| VICE PRESIDENT FOR FINANCE & CFO | JOYCE R. MARX | 301-445-2712 |
| | | jmarx@usmd.edu |
| ↳ Administrative Assistant to the Vice President & CFO | DAWN JAMES | 301-445-2712 |
| | | djames@usmd.edu |
| | | <ul style="list-style-type: none">• Annual Endowment Report• Memorandum of Understanding• New account agreement & update |
| COMPTROLLER | JAY WANG | 301-445-1922 |
| | | jwang@usmd.edu |
| | | <ul style="list-style-type: none">• Account Statement Inquiries |
| PAYROLL ADMINISTRATOR & STAFF ACCOUNTANT | ERICA HOFF NORTON | 301-445-2723 |
| | | enorton@usmd.edu |
| | | <ul style="list-style-type: none">• Employee Benefits• Non-Resident Aliens |
| SENIOR ACCOUNTANT | VACANT | 301-445-2726 |
| | | <ul style="list-style-type: none">• Stock gifts / Wire transfers |
| GRANTS COORDINATOR & STAFF ACCOUNTANT | RANDY POSSEHL | 301-445-2710 |
| | | rpossehl@usmd.edu |
| | | <ul style="list-style-type: none">• Contracts / Grants• Non-gift revenue• Training |
| ACCOUNTS PAYABLE ASSOCIATE | PAULA KIRCHER | 301-445-2706 |
| | | pkircher@usmd.edu |
| | | <ul style="list-style-type: none">• Disbursement Request Processing• Spendable Income information• Purchase Orders |
| ACCOUNTING ASSOCIATE | JANE GONZALEZ | 301-445-2704 |
| | | gonzalez@usmd.edu |
| | | <ul style="list-style-type: none">• Gift Processing• Matching Gift Processing |
| ACCOUNTING ASSOCIATE | GINA COOK | 301-445-1910 |
| | | gcorria@usmd.edu |
| | | <ul style="list-style-type: none">• Fund Transfers• Journal Entries:<ul style="list-style-type: none">• Correct Transactions• Transfer Funds• Payroll Information |
| ACCOUNTING ASSOCIATE | ANNA SMITH | 301-445-2727 |
| | | asmith@usmd.edu |
| | | <ul style="list-style-type: none">• Disbursement Request Processing• Credit Card Processing• Account Balance |
| OFFICE ASSOCIATE | GINA HOSSICK | 301-445-2717 |
| | | ghossick@usmd.edu |
| | | <ul style="list-style-type: none">• Distribution of :<ul style="list-style-type: none">• Weekly Checks• Monthly Account Statements• Follow-up on status of Disbursement Requests• Annuities & Trusts Processing |

INVESTMENT OPERATIONS – MAIN # 202-296-1209 – FAX 202-776-9758

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| CHIEF INVESTMENT OFFICER | MICHAEL BARRY | EXT. 11 |
| | | mbarry@usmd.edu |
| SENIOR INVESTMENT ANALYST | KEVIN DALMUT | EXT. 13 |
| | | kdalmut@usmd.edu |
| DIRECTOR FOR INVESTMENTS | VANESSA MELENDEZ | EXT. 12 |
| | | vmelendez@usmd.edu |
| PERFORMANCE ANALYST | KAYLON McINELLY | EXT. 14 |
| | | kmcinelly@usmd.edu |