

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME: Elina Kopylov

eRA COMMONS USER NAME (credential, e.g., agency login): EKOPYLOV

POSITION TITLE: Traffic Manager

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
CUNY Brooklyn College	BA	06/01/2013	Speech and Language Pathology/Audiology/Hearing Sciences
Florida State University	MS	12/01/2015	Early Childhood Special Education/Curriculum and Instruction

**A. Personal Statement**

Throughout my undergraduate and graduate career, I worked with students with various disabilities to help manage their educational and lifelong plans. In this role, I dealt with critical and sensitive situations while monitoring and supporting their families. This experience taught me various skills: customer service; advocacy for those in need; and academic advising. I have been successfully using these skills ever since.

Currently, I am working as a Traffic Manager at the National Center for Cryo-EM Access and Training. My daily duties include tracking Center's activities, applications, users, specimens, outcomes and user feedback. I also take part in Center's dissemination and outreach efforts.

My aspiration for administrative and advising work stems from my lifelong passion for learning and mastering new skills and working with a team of professionals. Professional traits that I possess are attention to detail, reliability, competence, collaboration, patience, staying abreast of current issues and trends in science and applying educational instruction tools when communicating with colleagues as well as users.

I am fluent in Russian and Uzbek languages and very competent to work efficiently in cross-cultural situations. Throughout my working experience, I have been establishing and maintaining effective working relationship with colleagues, donors, students and clients.

I am a responsible employee and very eager to work. I welcome new challenges and I try to expand my knowledge and skills at every opportunity.

I believe my extensive educational background, professional skills and commitment to education makes me a good addition to any team.

## **B. Positions and Honors**

2013-r 2015

Graduate assistant/Administrative Assistant  
School of Teacher Education  
Florida State University

2015 2017

Senior Fiscal Specialist  
Florida State University Alumni Association

2017- 2018

Program Director  
Circle of Friends-Adult Social Day Care

2018-

Traffic Manager  
NCCAT National Center for Cryo-EM Access and Training, which is housed at Simons Electron Microscopy Center (SEMC), which is a part of the New York Structural Biology Center (NYSBC),

## **C. Contributions to Science**

N/A

## **D. Additional Information: Research Support and/or Scholastic Performance**

N/A