Emily Petroff
PhD, CAPM

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Project manager and scientific researcher with 8+ years of experience managing projects and teams within academic research environments. A proven track record of using my excellent interpersonal, communication, organizational, and management skills to interact with a wide range of stakeholders and seniority levels to create positive change in institutional policies and culture. Strong team player who leads by example, understands that all voices have value, and thrives in fast-paced teams.

Professional Experience

JUNE 2022 – PRESENT

Project Manager, CHIME/FRB / McGill University, Montreal, QC (remote)

Develop and execute long-term scientific vision of the Canadian Hydrogen Intensity Mapping Experiment Fast Radio Burst Project (CHIME/FRB). Define key performance indicators (KPIs) and collect metrics to assess progress towards scientific and operations goals. Liaise with and report to executive team of senior academics, produce annual reports, track and manage budget of $5M. Resolve conflict and handle sensitive topics related to issues that arise in the 80+ person collaboration team.

NOVEMBER 2020 – JUNE 2022 (PART TIME)

Assistant Project Manager, CHIME/FRB / McGill University, Montreal, QC (remote)

Managed operations and scientific strategy for CHIME/FRB Project of 80 researchers across 8 institutes, from undergraduates to institute directors. Led the development of a 5-year strategic plan for the CHIME telescope with the executive team, including Management and EDI Plans. Created a repository of training resources; improved policies and procedures related to management, training, and research.

OCTOBER 2018 – NOVEMBER 2020 (FULL TIME); NOVEMBER 2020 – AUGUST 2022 (PART TIME)

Veni Fellow / University of Amsterdam, Amsterdam, the Netherlands

Developed and executed a self-guided research plan for a prestigious Veni Fellowship from the Dutch Research Organization (NWO). Built and managed a research budget of €250,000 for salary, equipment, travel, and collaborative enterprises. Presented 14 invited talks and seminars at international venues. Co-supervised 4 PhD students resulting in 6 student-led publications.

JANUARY 2016 – OCTOBER 2018

Postdoctoral Fellow / ASTRON – Netherlands Institute for Radio Astronomy, Dwingeloo, the Netherlands

Coordinated deployment and commissioning of the Apertif Radio Transient System (ARTS) on the Westerbork Synthesis Radio Telescope in a team of 15 researchers and technologists. Balanced collaboration and competing interests within a larger commissioning team (45 people). Fostered a set of inclusive and collaborative values within the global fast radio burst community through development of open-source tools and community guidelines.

AUGUST 2012 – NOVEMBER 2015

Postgraduate Student / Swinburne University of Technology, Melbourne, Australia

Helped establish the research field of fast radio bursts through a series of high-impact first-author publications. Managed large collaborations (30-40 co-authors) and led proposals at world-class telescopes for multi-wavelength follow-up of fast radio bursts sources. Received 4 awards for scientific presentations including the Swinburne University 3 Minute Thesis Competition.

Research

Leading researcher in the field of fast radio bursts (FRBs). Author of 11 first author papers, including 2 highly cited reviews in *The Astronomy & Astrophysics Review*. H-index: 27. ADS.

Past 5 years:

- 47 co-authored research papers in journals including *Nature*, *Science*, *Physical Reviews D*.
- 25 invited talks, seminars, and colloquia at international institutions.
- 6 public scientific talks on 4 continents (Africa, Australia, Europe, North America).
- 20+ media interaction related to published discoveries with outlets such as *BBC*, *Nature News*, *National Geographic*, *Scientific American*, *New Scientist*, *Quanta Magazine*, *Popular Science*.
- K-12 outreach through events, e.g. Girls Day, Amsterdam Open Science Day, Letters to a Pre-Scientist.

Education

AUGUST 2012 – NOVEMBER 2015

Astrophysics, Doctor of Philosophy (PhD) / Swinburne University of Technology, Melbourne, Australia.

SEPTEMBER 2008 – JUNE 2012

Physics, Bachelor of Arts (BA) / Carleton College, Northfield, MN, USA.

Skills

Project Planning • Policy Development • Data Analysis • Microsoft Suite • LaTeX • Scientific Writing • Problem Solving • Time Management • Conflict Resolution • Leadership • Adaptability • Empathy

Languages

English (Native Speaker) • French (Fluent) • Dutch (Moderate) • American Sign Language (Beginner)

Certificates and Workshops

Inclusive Leadership: The Power of Workplace Diversity; Coursera. Completed: June 2022.

Certified Associate in Project Management (CAPM)® in good standing. Certified: October 2020.

Anti-Racism Workshop (2021) • Exploring Equity and Diversity During a Pandemic (2021) • Indian Day Schools (2021) • Understanding Indigenous Academic Realities in the Context of Reconciliation (2021) • Micropractices for Adaptability (2021) • Empowering People to Make Ideas a Reality (2021) • Cultivating a Culture of Psychological Safety within Virtual Teams (2022) • Gender Pronouns and Creating Cultures of Respect (2022) • How to Speak Up Against Racism at Work (2022) • Improving Scrum with Kanban (2022) • Fundamentals of Change Management (2022) •