

Edward Martinez

Associate Director of Finance

*Genetics and Complex Diseases &
the Division of Biological Sciences*

Background

Edward Martinez joined the Harvard School of Public Health in 1999 as an Accounting Assistant in the Department of Cancer Cell Biology, now known as the Department of Genetics and Complex Diseases. Over the years, Edward has moved up the ranks and is currently the Associate Director of Finance, and continues to be a valued contributor in the world of grants and finance administration for HSPH.

Attributes for Success

When asked what attributes led to Edwards' success over the years, he responded with "a positive attitude" and a "desire to learn more and take on more responsibilities". He continued to explain that when he first started as an accounting assistant, neither the [REACH Program](#) nor the [RAD Program](#) were available. Edward had to teach himself everything regarding research administration. From researching online to asking questions of peers and faculty members, Edward gained the knowledge necessary for his job. He also went on to state that the "Principal Investigator's Handbook" was very helpful at the time. This tool is designed for Principal Investigators working on a sponsored project and provides guidance on the associated compliance, rules and regulations of the project. Edward also said that he took leadership courses with the Center for Workplace Development (CWD). Edward stated "I know that being a leader does not mean that you have to be a manager or 'the boss'. You can lead in many other ways and that is what I wanted to do. I wanted people to see from example what hard work and commitment does for an organization and for yourself."

Edward was asked "*In a time when resources are limited and many of us are doing more with less; what advice do you have for those individuals who say they do not have the capacity to do more, or do not have the time for development/training.*"

Edward's response: "You always have to look for the opportunities out there to learn more and to develop yourself professionally and personally. I know that it takes time away from work to attend classes or go to a seminar but you have to make that investment in order to move on to the next level. Time management is absolutely critical. If there is not time for development, you have to ask yourself if your processes are working efficiently. Are there areas that can be streamlined so that you can make time to do other things? In each job I have had since I have been here, I never stayed within the boundaries of my job description. I always looked to see what else I could take on or what else there was to learn. If you do not think outside the box, you run the risk of staying within your role indefinitely. You have to be creative."

Most Enjoyable Part of Working at the Harvard School of Public Health

Outside of his career, Edwards states he loves working for HSPH because it is a very positive and excellent learning environment. "From working with all levels of the department,

from faculty to staff, I learn something new every day, which may or may not relate to my job. Every member of the team here has great energy and is very positive.”

Resource to You

Interested in learning more about Research Administration or getting one on one advice from Edward himself? Contact him directly via email!