

# LEE HONEYCUTT

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## RESEARCH MANAGER & PROJECT LEADER

### Drive Impactful Results through Strategic Planning, Flexibility, & Supportive Collaboration

Bridge builder, coordinating multiple partner teams on driving scalable, evidence-based solutions. Manage complex projects, supervising teams and aligning protocols with regulatory and compliance standards. Translate data into actionable insights, and foster collaboration across mission-driven organizations and clients. Adaptable, detail-oriented, and proactive, with strong track record in relationship-building, seeking feedback, and analytical thinking. Passionate about data quality, staff development, creating innovative tools, delivering measurable outcomes, strengthening programs and informing policy.

**Field Operations | Quality Implementation | Regulatory Compliance | Business Development  
Client Engagement | Study Design & Execution | Report Writing, Policy Briefs, & Presentations  
Program & Policy Evaluation | Budgeting | Mixed Methods Studies | Change Management**

## PROFESSIONAL EXPERIENCE

**RTI INTERNATIONAL**, Research Triangle Park, NC

2015 - 2025

### Research Manager / Project Leader

Prepared budgets for independent research institute; led team in writing and presenting proposals. Handled end-to-end project execution. Managed team of 4 researchers.

- Oversaw assignments, reviews, and staff development; mentored team on relationship management, project / risk management, and performance monitoring / reporting.
- Collaborated with clients on reports and deliverables, reaching innovative solutions and building process efficiencies.
- Served as sole budget lead on \$5M proposal, resulting in contract award.
- Led implementation of complex proposals and budgets, contributing to \$70M+ in new contract awards in 2024; received President's award in 2024 for proposal and budget planning on National Longitudinal Study Year 2026 (NLSY).
- Supervised school operations and recruitment for High School and Beyond: 2022 (HS&B:22) study, 900-school, 30K participant United States Department of Education (US DoE) initiative; achieved 80% participation through strategic coordination and training support.
- Earned RTI Teams award in 2019 for contributions to US DoE longitudinal studies and improving student outcomes.
- Managed 250+ field staff and oversaw vendor and subcontractors, standard operating procedures (SOP) development, and project timelines, leading to high-quality submission and client satisfaction noted in quarterly reports.
- Steered and implemented remote data collection procedures, increasing participation 20% and reducing field costs 15%. Received President's Award in 2018 for leadership on High School Longitudinal Study.
- Built tools and dashboards, monitoring performance, improving efficiency, and supporting continuous improvement; completed technical writing and budgeting for \$270M bid in 2024, enabling RTI teams to be more competitive in future proposal bids.
- Authored and coordinated submission of OMB / IRB documentation, ensuring regulatory compliance and high-quality information collection.
- Produced analytical reports, interpreted quantitative data, and introduced strategies, raising participation rates, reducing costs, and enhancing efficiency 10% on HS&B:22.

**RTI INTERNATIONAL (Continued)**

- Oversaw multiyear budgeting, fund allocation, and operational alignment, in collaboration with legal, HR, compliance, and finance teams, facilitating communication and coordination across departments and strengthening stakeholder engagement.
- Designed training programs and implementation tools, incorporating feedback from teams, clients, and data collectors to ensure alignment with strategic goals; enhanced consistency and readiness, minimized errors, optimized workflow, and reduced start-up time, costs, and labor hours.
- Collaborated with internal teams and partners (clients, statisticians, data managers, programmers); resolved challenges, analyzed data and costs, and implemented modifications aligned with project goals, keeping project on schedule, meeting deadlines, and completing milestones.
- Authored reports, publications, and policy briefs; presented findings to diverse audiences at national conferences and stakeholder events, such as NCSA (National Conference on Student Assessment); cultivated relationships with clients, prospective project partners, and collaborators.

**WESTAT**, Rockville, MD

2005 - 2015

**Research Analyst**

Led federally funded research projects focused on health care and early childhood education. Oversaw end-to-end planning and execution of large-scale data collection, staff training, and stakeholder coordination across multidisciplinary teams.

- Managed logistics, subcontractor relationships, and performance tracking systems, supporting high-quality project delivery on multiyear contracts.
- Organized field operations for large-scale health and education studies, such as Early Childhood Longitudinal Study (ECLS-K) and Medical Expenditure Panel Survey (MEPS), involving 21K+ students.
- Created specifications for project reports and testing questionnaire accuracy / validity; collaborated with programmers building reports and testing survey paths, adding efficiencies.
- Planned and executed large-scale, in-person training sessions (up to 350 attendees); oversaw vendor coordination, hotel negotiations, and contract and invoice management, keeping total training costs under budget.
- Facilitated cross-team planning meetings, aligning timelines, staffing, and goals across field and project teams.
- Mastered advanced Microsoft Office tools (Excel, Word, PowerPoint, Outlook, Project) and internal tracking systems, enabling efficient performance monitoring.
- Applied working knowledge of SPSS, SAS, Salesforce, Visio, and Tableau, supporting analytical and visualization tasks.

**ADDITIONAL WORK EXPERIENCE****RTI INTERNATIONAL**, Research Triangle Park, NC; **Survey Manager****EDUCATION****Bachelor of Arts (BA)**, Sociology and Business, Wake Forest University, Winston-Salem, NC, *cum laude*