DEPARTMENT OF HUMAN GENETICS

MEET THE ADMINISTRATIVE STAFF

JEFF HOLDEN, CHIEF DEPARTMENT ADMINISTRATOR

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Jeff works with Dr. Tony Antonellis (Dept Chair), faculty, students, and staff to lead our administrative team in the department. This includes financial, grant pre and post award, human resources, faculty affairs, strategic planning, facilities and equipment, development, and fundraising.

Jeff previously served as the Administrator of Adult GI & Hepatology, Primary Care Practice Acquisition and Pulmonary and Critical Care Medicine.

DHAMMIKA DEWASURENDRA, RESEARCH ADMINISTRATOR LEAD

4807 Med Sci II  734-647-4355  dhamdewa@med.umich.edu

Dhammika is a Certified Research Administrator. She coordinates grant pre and post awards for assigned faculty. She also manages the space usage tables for the department.

Dhammika has been employed by U-M since 2010, and has served as a Research Administration Mentoring Program (RAMP) mentor for new Research Administrators at U-M. She loves to sing, garden, travel, and crochet.

HEATHER DORNOFF, STUDENT SERVICES COORDINATOR, GENETIC COUNSELING PROGRAM

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Heather Dornoff is the new Genetic Counseling Program Administrative Specialist. A Michigan alum, she has an interdisciplinary bachelor’s degree in theater and film. She also earned an M.S. in Organizational Leadership Administration from Concordia University.

A long-time administrator at the University, she’s worked mostly in community engagement in the arts and humanities and is super excited to join this amazing community.

RUTH HALSEY, ADMINISTRATIVE MANAGER

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Ruth is the new Administrative Manager working with Jeff and Tony to manage the human resources, pre and post award, budgetary, financial, and internal controls for the Department.

Ruth brings with her 20 years of research administration, financial, and human resources experience, having most recently served as the Post-Award and Financial Manager with the Department of Internal Medicine’s Division of Cardiology. Ruth has her Master’s in Business Administration with a focus in Human Resources from Eastern Michigan University, where she served on the Alumni Board of Directors for 6 years. Ruth also served as the President for the State of Michigan’s Chapter for the Society of Research Administrators International and as the President for the Midwest Section for the Society of Research Administrators International. She also instructs the University’s Navigate Fundamentals RA Training Course. In her free time Ruth loves to spend time with family and friends, cook, garden, read, and work on various crafts.

KALLY HANG, PROCUREMENT AGENT

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Kally processes supply orders for all Human Genetics labs, including documentation, follow-up and navigating shipping issues. She coordinates with U-M Procurement Services to process requests as quickly as possible. She also reconciles concur accounts for assigned faculty, supporting staff, and students.

Kally has worked within U-M since 2015 in the Environmit, Health & Safety Department (EHS) and Shared Services Center. She earned her degree in Human Resource Management from Michigan State University. Kally lives by the motto “Do something today that your future self will thank you for”.
MOLLY MARTIN, STUDENT SERVICES ADMINISTRATOR, GENETICS TRAINING PGM; GENETICS AND GENOMICS PH.D. PROGRAM; HUMAN GENETICS M.S. PROGRAM

Molly is the Student Services Administrator for the Genetics and Genomics Ph.D. Program and the Human Genetics M.S. Program. She manages all aspects of student services from recruitment to graduation. She is also the Administrator for the Genetics Training Program and supports trainees through the NIH trainee experience.

Molly has been working with student services since 2012. She served as the Program Coordinator for the Robert Wood Johnson Clinical Scholars Program and the IHPI Clinician Scholars where she gained valuable experience in graduate programs. She assisted in the launch of the new NHLBI K12 funded Training to Advance Care Through Implementation Science in Cardiac and Lung Illnesses (TACTICAL) and the creation of the National Clinician Scholars Program (NCSP).

SHAINA VERA, RESEARCH ADMINISTRATOR

Shaina provides pre and post award support for assigned faculty, including assistance with the development of proposals, completion of applications, reconciliation of budgets and monitoring terms and conditions of subprojects/subcontracts. She has extensive expertise with procurement including University-approved suppliers, purchasing policies and practices, and common supplies that are used in faculty labs.

Shaina has worked for U-M since 2009, including 9 years at the Biomedical Research Stores. She and her husband have two children, she recently welcomed a new daughter in October of 2019.

KIM WHITE, ADMINISTRATIVE SPECIALIST, ASSISTANT TO THE CHAIR

Kim has provided administrative support as the Assistant to the Department Chair in Human Genetics since 2009. She manages departmental faculty promotions/appointments, supports the faculty search committee in the hiring of new faculty, and assists with faculty award nominations in the department. She also facilitates the department's weekly faculty research presentations and provides administrative support at monthly faculty meetings.

Kim’s passion includes playing music with area traditional and classical musicians as well as participation in local theatre groups. In her time away from U-M, she enjoys gardening, camping and spending time with her two grandsons.

The DHG Administrative Team is working from home during the COVID-19 Pandemic. Please contact via e-mail for quickest response.

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