Freda Richards, MS

**Title:**

Director, Center Operations

Center for Advanced Research Training & Innovation (CARTI)

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Education

**University of Baltimore**, MS, Health Systems Management (2018)

**University of Baltimore**, BS, Health Systems Management (2014)

**Commonwealth College**, AAS, Computer Science (1991)

Biosketch

Freda Richards, MS, is the Director for Center Operations at the Center for Advanced Research Training & Innovation (CARTI). She directs the daily workflow of operations, overseeing logistics, and the center’s administrative staff. Her role requires her to oversee budgeting and financial effectiveness. She analyzes and resolves complex issues and provides alternative solutions as necessary. Her role is integral in collaborating with her colleagues during the planning and execution phase of expanding program services offered by CARTI.

Freda previously served in the School of Medicine Dean’s office as the Administrative Manager and Senior Executive Assistant to the Dean of Medicine for 10 years. In this role, she managed the Dean’s Office Administration staff, and the daily operations of the Dean’s Office. She served as the liaison to the dean, faculty, staff, students, alumni, and the public.

She received her Master of Science and Bachelor of Science degrees in Health Systems Management at the University of Baltimore. She also holds an Associate Degree in Computer Science from Commonwealth College in Virginia Beach, VA.

Prior to joining the School of Medicine in 2012, she was the Director of Meetings at a meeting planning firm for over 9 years, where she directed the daily operations of the company by leading and directing the work of 10 staff members and oversaw the budget, strategic management and successful execution of association, corporate and pharmaceutical meetings, conferences, and special events. She worked closely with Pharmaceutical and Biotech companies, directing their clinical trial/protocol meetings while traveling with her clients throughout the world.