**John Doe, MPH, RPCV**

1616 Anon Street, Baltimore, MD 21211 United States **Phone**: (xxx)xxx xxxx **Email**: john.doe@gmail.com

**Country of Citizenship:** United States of America **Availability:** Job type: Permanent or temporary

**Highest Grade:**  GS-13-1 (12/10/2017-present) Work schedule: Full-time

**Veterans’ Preference:** No

**Desired locations:** United States- Washington, District of Columbia; OR Foreign locations

Bilingual (Spanish-English) team lead of an innovative pediatric Medicaid alternative service delivery and payment model. International and domestic policy experience in health and public administration. Doctoral candidate specializing in international development with skills in data analysis and program management. Natural collaborator and decisive leader that excels at multi-faceted projects with competing issues because of ability to organize, prioritize, and work efficiently. Highly functional working in unpredictable settings in cross-functional teams.

**Professional Experience:**

**Health Insurance Specialist** (this is a federal job) **12/10/2017 – present**

Center for Medicare and Medicaid Innovation (CMMI) **Series:** 0107 **Pay Plan**: GS **Grade:** 13-1

Centers for Medicare & Medicaid Services (CMS) **Hours per week**: 40 7500 Security Boulevard, Baltimore, MD 21244 United States **Salary:** 96,970.00 USD Per Year

**Supervisor(s):** Nina West **Phone**: (xxx)xxx-xxxx **Email**: [nina.west@gmail.com](mailto:nina.west@gmail.com)

**Okay to contact this supervisor:** Contact me first

**Duties, Accomplishments, and Related Skills:**

ANALYZE and EVALUATE public health concepts, methods, and techniques of public health related to family and child health and welfare, and the Medicaid and Children’s Health Insurance Program (CHIP) to develop innovative policies that improve the quality of care and reduce expenditures for pediatric beneficiaries. ADVISE Center-, Agency-, and Department-level administrators and managers on program policy through verbal and written communications. Recommend decisions based on analyses and defend recommendations to administrators and managers. IDENTIFY SOLUTIONS TO INEFFICIENT work methods regularly as the team lead, looking for creative solutions to complex Medicaid policy issues.

PROVIDE DIRECTION and GUIDANCE to staff and multiple levels of administrators and managers using principles, applications, and state-of-the-art technology in my program area of responsibility on critical and complex issues in Medicaid and CHIP; issues include Medicaid value-based payment policy, home- and community-based service policy, substance use and other behavioral health policies, and Early Periodic Screening Diagnosis and Treatment policies for children. PROVIDE DIRECTION AND GUIDANCE to the InCK Model’s cross-functional team regarding policy decisions and operational planning. PERFORM EFFECTIVELY under high stress situations, which are frequent at the Innovation Center, including tight deadlines, emergency situations, unexpected senior-level inquiries and directives, and a continued hiring freeze.

COMMUNICATE ORALLY and IN WRITING to staff and multiple levels of administrators and managers using clear ad convincing presentations that explain and justify recommendations. WRITE policy options and decision memos based on research, stakeholder outreach, data analysis, and program evaluation for mid- and high-level leadership. FACILITATE recurring meetings with external and internal stakeholders to gather input, inform policy, and make decisions. PRESENT with and without visual aids to a variety of audiences on program policy.

REPRESENT PROGRAM to Center-, Agency-, and Department-level administrators and managers to provide guidance on child-related health policies in Medicaid and CHIP, respond to inquiries, and justify program policy. REPRESENT Center and program to high-level external stakeholders of public and private public health entities to respond to inquiries, receive expert advice on child health policy issues, and provide presentations on technical and non-technical information.

MANAGE and COORDINATE all Model programming and training activities through strategic staffing plans, staff performance plans, a RACI which assigns work to individual staff, Gantt charts to depict specific work stream projects, milestones and timeline, and program management work plan and timeline. Anticipate short- and long-term projects and deliverables, assign tasks to employees, and manage the workflow to ensure that the tasks are properly delegated and completed in a timely and high-quality manner.

TEACH and COACH program staff; hold all team staff accountable for meeting work deadlines and expectations. Develop leadership abilities in others by providing coaching, mentoring, and developmental assignments. Coach staff specifically in communication skills, including presenting both formally and informally to high-level staff, and written communications through options and decision memos and briefs. COMMUNICATE to generate enthusiasm and foster an atmosphere receptive to open exchange within the Model team; encourage employees to share their opinion and contribute to open dialogue about policy decisions and administrative procedures. Provide constructive feedback directly to employees that is specific and directed at both single deliverables and overall performance on a regular basis.

ACCOMPLISHMENTS:

12/2017-present, Team Lead: Integrated Care for Kids (InCK) Model (Prevention and Population Health Group)

Lead the InCK Model, a $178 million, 7-year population health program through Department and into Office of Management and Budget clearance; it is a program that aims to test whether community integration of care coordination and case management for child health care and health-related services lowers the cost of care and improves the quality of care for underserved Medicaid beneficiaries. Lead the InCK Model Federal Partner Workgroup, consisting of high-level staff working on child and behavioral health policy issues in 11 operating divisions within the Departments of Health and Human Services, Education, and Housing and Urban Development. Communicate with high-level administrators in the Agency, Department, and Office of Management and Budget to present program policy and justify policy decisions and recommendations. Manage multiple complex projects and cross-cutting issues operating concurrently in the InCK Model, including: program policy development, clearance, and planning implementation; procurement planning as a Contracting Officer’s Representative Level III for an implementation and monitoring contract of $14 million; act as technical advisor for the InCK Model contracts: one evaluation and one learning system Federal Acquisition Regulations contracts totaling $36 million; lead cooperative agreement solicitation development, clearance, and implementation planning for 8 awards of $16 million each; external and internal stakeholder engagement activities. Develop and implement an organizational vision for Medicaid models in the Innovation Center and for the InCK Model specifically that integrate key Agency goals, priorities and values.

**Graduate Research Assistant 7/1/2017 – present**

University of Baltimore **Hours per week:** 8-15

School of Public and International Affairs **Salary:** 15.00 USD Per Hour

1420 N Charles St, Baltimore, MD 21201 United States

**Supervisor(s):** Jennica Lawrence **Phone**: (xxx)xxx-xxxx **Email**: jennica.lawrence@gmail.com

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**Duties, Accomplishments, and Related Skills:**

COLLECT and ANALYZE data from case reports of 163 child arrivals from Central America through the U.S.-Mexico border using the qualitative software Nvivo. Research the instructions and policies of the Administration for Children and Families’ (ACF) procurement of post-release services for migrant child arrivals that assist and impact the Office of Refugee Resettlement’s management.

COMMUNICATE ORALLY and IN WRITING with the lead authors to manage the research project. Prepare manuscripts for publication in a peer-reviewed journals on what life is like for unaccompanied minors arriving from Central America and the profiles of sponsors taking care of the unaccompanied minors.

ACCOMPLISHMENTS: development of two manuscripts for peer-review. Conduct inductive investigation that will enrich understanding of U.S. immigration policy and bring the personal experiences of child migrants to light.

**Public Health Analyst** (this is a federal job) **05/22/2016 – 12/09/2017**

Center for Medicare and Medicaid Innovation (CMMI) **Series:** 0685 **Pay Plan**: GS **Grade:** 12-2

Centers for Medicare & Medicaid Services (CMS) **Hours per week**: 40 7500 Security Boulevard, Baltimore, MD 21244 United States **Salary:** 82,377.00 USD Per Year

**Supervisor(s):** Alex Barnes **Phone**: (xxx)xxx-xxxx **Email**: alex.barnes@gmail.com

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**Duties, Accomplishments, and Related Skills:**

ANALYZED and EVALUATED public health concepts, methods, and techniques to perform extensive data and policy analyses and interpret complex legislative, regulatory, and policy guidance in Medicaid to design a new pediatric service delivery and alternative payment model. ADVISED Center, Agency, and Department leadership on methods to reimburse Medicaid providers based on value for integrated care coordination and case management; ADVISED these leaders on how to incorporate best practices for child and family health into Medicaid service delivery. ANALYZED social determinants of health screening tools and electronic medical record systems to inform data system development. ANALYZED AHC Model applicant’s cooperative agreement applications, assessing their proposed screening, navigation, and data collection procedures; EVALUATED applicants’ ability to successfully screen and navigate 75,000 beneficiaries each year and serve their needs to improve their health.

PROVIDED DIRECTION and GUIDANCE through leadership of the cross-functional team that developed the Innovation Center’s first child health community development program for Medicaid beneficiaries that directly impacts the Agency mission of lowering cost of care and/or improving quality of care. PROVIDED DIRECTION and GUIDANCE on critical and complex data issues for the AHC Model data system using principles, applications, and state-of-the-art technology to build a data system that facilitates the screening of social determinants of health, collects and stores the data, removes duplicate data, produces reports, and can receive standardized data elements from grantees for data analysis. SUPERVISED the work of the evaluation lead and program staff responsible for planning, organizing, and conducting the InCK Model evaluation. PERFORMED EFFECTIVELY and PROVIDED VISION for the InCK Model team under high stress situations, which are frequent at the Innovation Center, including tight deadlines, emergency situations, unexpected senior-level inquiries and directives, and a continued hiring freeze.

COMMUNICATED ORALLY and IN WRITING to Center-level leadership about critical and complex issues of data system development. Applied analytical and strategic thinking skills to solve policy issues that arose during development; led AHC Model team in policy discussions and communicated policy and technical options orally and in writing to staff and leadership. COMMUNICATED ORALLY and IN WRITING to Center-level leadership over a period of 8 months to develop InCK Model policy and justify recommendations for program design. COMMUNICATED ORALLY and IN WRITING to Department federal partners to gather feedback on InCK Model policy, revise, and present new iterations.

REPRESENTED PROGRAM and Center to Agency and Department officials, and external stakeholders, providing guidance and advice related to the InCK Model. Established and maintained working relationships with senior government officials, public health and social service experts, community representatives and commercial partners at national, state and local levels in order to develop the InCK Model. Represented the Accountable Health Communities Model to Center-level leadership and PROVIDED GUIDANCE and EXPERT ADVICE about data system development, including recommendations for data collection, standardization, and duplication prevention requirements. PRESENTED INFORMATION, BOTH TECHNICAL AND NON-TECHNICAL, to upper management, co-workers, and external stakeholders on the AHC Model’s data requirements of grantees.

MANAGED and COORDINATED the InCK Model from conception to Agency approval; formed the InCK Model team and coordinated staff work to build a cohesive, groundbreaking pediatric Medicaid model. MANAGED and COORDINATED the AHC Model team, the Business Services Group staff, and the contractor staff to build a data system that operationalized all of AHC’s data collection needs related to social determinants of health.

TAUGHT and TRAINED new InCK Model staff. Developed and formulated alternative solutions to programmatic and training matters; the Innovation Center is an uncertain and fast-paced work environment, which required me to develop strategic staffing plans, staff performance plans, work plans, project implementation guidelines, standard operating procedures, and training curricula and materials, and also revise and implement improvements to these on a regular basis. Taught Information System contracts Accountable Health Communities Model policy in order to inform requirements development for the data system.

ACCOMPLISHMENTS:

12/2016-12/2017 Team Lead: Integrated Care for Kids Model (Prevention and Population Health Group)

Led the policy and operations development of the Center’s first Medicaid, and first pediatric model from program conception to completing Agency clearance. Built relationships with high-level administrators across the Departments of Health and Human Services, Education, and Housing and Urban Development to form a federal partner workgroup that contributed meaningfully to the design of the InCK Model.

08/2016-05/2017 Data System Lead: Accountable Health Communities (AHC) Model (Prevention and Population Health Group). Led the development of a multi-million dollar data system through which beneficiaries and grantee staff can screen for social determinants of health. Interpreted program policy and operationalized it through requirements sessions with the Information Technology contractors (business managers and coders)

05/2016-06/2017 Analyst: Accountable Health Communities (AHC) Model Program (Prevention and Population Health Group). Analyzed AHC Model applications and evaluated applications against program criteria; made award recommendations to the Office of Grants Management and negotiated proposed policy and budgets and budget justifications with recommended applicants.

**Public Health Analyst** (this is a federal job) **06/14/2015 – 05/21/2016**

Center for Medicare and Medicaid Innovation (CMMI) **Series:** 0685 **Pay Plan**: GS **Grade:** 11-1

Centers for Medicare & Medicaid Services (CMS) **Hours per week**: 40 7500 Security Boulevard, Baltimore, MD 21244 United States **Salary:** 63,722.00 USD Per Year

**Supervisor(s):** Jim Jones **Phone**: (xxx)xxx-xxxx **Email**: jim.jones@gmail.com

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**Duties, Accomplishments, and Related Skills:**

ANALYZED responses to a Request for Information issued to solicit industry response about experience building data systems of the type the AHC model needed to determine Model acquisition needs; EVALUATED whether any industry responses had data systems in the market that would meet the requirements of the AHC model. RECOMMENDED to Group leadership that we not put out a solicitation out to bid, and that we use an existing Information Technology umbrella contract vehicle. ANALYZED and EVALUATED reviewed proposals as part of the Technical Evaluation Panel for the re-compete of an Innovation Center-wide actuarial contract (Independent government cost estimate: total amount $5,864,179). EVALUATED the bidders’ technical and business proposals based on the requirements in the SOW and their past performance.

PROVIDED DIRECTION and GUIDANCE to Group leadership and staff in the development, formulation, and execution of the Group’s multiple program budgets. Gained knowledge of the Agency’s commonly used financial management and acquisition methods, practice, procedures, instructions and policies. LED and MANAGED the Group’s management of the budget and acquisition plan that support healthcare models’ policies. PROVIDED DIRECTION and GUIDANCE to Group leadership as interim COR for five months of the CMS Alliance to Modernize Healthcare Task Order (CAMH TO51) 51 FAR contract (total amount: $9,023,259 in FY 2016) on the contract management and best use of its resources. PROVIDED DIRECTION AND GUIDANCE to other Groups in Innovation Center about how to write an Innovation Center Investment Plan, which is the major policy document requiring clearance. ADVISED Center leadership on improvements to this policy document and completed multiple iterations.

COMMUNICATED ORALLY and IN WRITING to respond to a significant amount of inquiries from the public, both internal and external stakeholders, following the public announcement release of funding opportunity for the AHC Model. REPRESENTED the Innovation Center to the Agency Performance Integration Team to report on the Government Performance and Results Act data collection and reporting for FY 2014 (in the fall of 2015). COLLECTED AND ANALYZED data from about 30 Innovation Center programs as the lead for data collection and report writing for the Government Performance and Results Act (GPRA) on behalf of the Agency.

ACCOMPLISHMENTS:

06/2015-05/2016, Analyst: Portfolio Management and Strategy (Policy and Programs Group)

Dealt with high stress situation when the Contracting Officer’s Representative of the CAMH Task Order 51 left unexpectedly on extended medical leave; managed the contract independently and dealt with tight deadlines and senior-level inquiries.

01/2016-5/2017, Analyst: Accountable Health Communities (AHC) Model (Prevention and Population Health Group)

Provided exceptional customer service to the large volume of inquirers about the Model to provide timely information on the program and its application process. Managed helpdesk contractor with quality improvement mindset and creative problem-solving.

**Jump Rope Clinic & Special Projects Coordinator 09/8/2014-05/1/2015**

Boston Medical Center (BMC), Pediatric Ambulatory Care **Hours per week:** 15

840 Harrison Ave, Boston, MA 02118 United States **Salary:** 18.00 USD Per Hour

**Supervisor(s):** Elise Token **Phone:** (xxx)xxx-xxxx **Email:** [elise.token@gmail.com](mailto:elise.token@gmail.com)

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**Duties, Accomplishments, and Related Skills:**

MANAGED AND COORDINATED the Jump Rope Clinic, a public health community development program at Boston Medical Center for children and youth that aims to address childhood obesity in collaboration with the Manager of the bWell Center and pediatricians. PROVIDED DIRECTION AND GUIDANCE to the bWell Center volunteers and interns that performed Jump Rope Clinic operational duties. TAUGHT bWELL staff how to measure height and weight properly, and COACHED them on interacting with patients and families.COMMUNICATED ORALLY AND IN WRITING with hospital supervisors, pediatricians, patients and families, and bWELL staff to managed program operations. RESEARCHED DISTANCE LEARNING OPPORTUNITIES for patients and families via video-based training modules and recorded webinars in order to coach patients virtually to sustain learning beyond face-to-face events at the hospital.

CONDUCTED INDEPENDENT RESEARCH to retrieve, analyze, and test data on program participants’ improvements. USED DATABASE APPLICATION to store and manipulate program data; RECORDED, ORGANIZED, AND ANALYZED data to prepare monthly reports for hospital supervisor. DEVELOPED AND IMPLEMENTED strategies for meeting program objectives, including enhancing the program’s data collection methodology and analysis techniques so that the program’s monthly reports became evidence-based, and more informative for hospital decision-making.

ACCOMPLISHMENTS: Identified the need for quality improvement regarding program data collection and analysis, and led the design and successful implementation of a creative solution.

**Sexual and Reproductive Health Intern 06/2/2014-08/29/2014**

Department of Health and Environment (Secretaría de Salud y Ambiente) **Hours per week:** 40

Bucaramanga City Hall (Alcaldía de Bucaramanga) **Salary:** 0.00 USD Per Hour

Carrera 11 #34-52, Bucaramanga, Santander, Colombia

**Supervisor(s):** Claudia Griffith **Phone:** +xx (xxx)xxx xxxx **Email:** claudia.griffith@gmail.com

**Okay to contact this supervisor:** Contact me first

**Duties, Accomplishments, and Related Skills:**

CONDUCTED INDEPENDENT RESEARCH to retrieve, analyze, and test data of a study on teen sexual health. CONDUCTED A REVIEW of existing research on teen sexual health in the city, country, and region. DESIGNED THE SURVEY INSTRUMENT (a cross-sectional survey) to investigate risk factors related to teen pregnancy in the city’s adolescent population. COLLECTED the study sample of 499 surveys representative of 102 neighborhoods. Used a database application to STORE AND MANIPULATE DATA from sample responses. ANALYZED the data using statistical techniques with the program R and INTERPRETED THE RESULTS. USED ELECTRONIC SPREADSHEETS to record, organize, and analyze data, including IDENTIFIED OUTLIERS in the data set; created conditional formatting; created graphs and charts; changed data precision wrote macros; created form controls, pivot tables, customized graphs. COMPARED INFORMATION from findings to national benchmark data.

COMMUNICATED ORALLY AND IN WRITING with the city’s Secretary of Health and sexual and reproductive health team to plan the study. DISCUSSED FINDINGS with the Secretary of Health and the team. WROTE A TECHNICAL REPORT for the Secretary of Health and participating schools with study results and interpretations. PROVIDED DIRECTION AND GUIDANCE to the sexual and reproductive health team in determining processes and procedures for data collection, management, and analysis. REPRESENTED THE PROJECT to three public schools, including their principals to acquire permission to engage in the study with their students.

ACCOMPLISHMENTS: Conducted a survey from instrument design to data collection and analysis, to the final interpretations of the findings and compilation of final report; the survey contributed to the Secretary of Health’s goal to reduce the rate of teen pregnancy in the city by providing her a better understanding of the situation specific to her city, including risk factors to target.

**Teaching English for Livelihoods Volunteer 10/11/2011-11/15/2013**

United States Peace Corps/Peace Corps Colombia **Hours per week:** 40

Calle 77b #57-141, Barranquilla, Atlántico, Colombia **Salary:** 450.00 USD Per Month **Supervisor(s):** Jason Martinez **Phone:** (xxx) xxx-xxxx **Email**: [jason.martinez@gmail.com](mailto:jason.martinez@gmail.com) (current)

**Okay to contact this supervisor:** Contact me first

**Duties, Accomplishments, and Related Skills:**

ANALYZED AND EVALUATED organizational and operational problems within the school population to develop solutions to problem of lack of HIV/AIDS awareness and knowledge among teachers and students. WROTE A TECHNICAL REPORT for my public school on the science of HIV/AIDS transmission and best practices for addressing the public health issues among high school-age students. PROVIDED DIRECTION AND GUIDANCE to school biology teacher on HIV/AIDS awareness and prevention activities to conduct with students. PLANNED, DEVELOPED, AND IMPLEMENTED a public health project at my public school in collaboration with the school’s high school biology teacher to INFORM high school students about the science of HIV/AIDS and its modes of transmission. MANAGED the HIV/AIDS public health education project with the public school’s students, who were characterized by low socio-economic status. DEVELOPED STANDARD OPERATING PROCEDURES for the two-hour workshops that made up the HIV/AIDS education project. RESPONSIBLE FOR MEASURING OUTCOMES of the HIV/AIDS awareness and prevention training. REPRESENTED THE PEACE CORPS while conducting a week-long training course for Colombian community leaders and Peace Corps volunteers on how to facilitate HIV/AIDS awareness and prevention education in their communities.

DEVELOPED and DELIVERED an English education program curriculum in conjunction with my counterparts to achieve learning objectives. DEVELOPED work plans with my co-teachers to lesson plan and TEACH English classes together. TRAINED 4 public school English teachers in ESL grammar and methodology for grades 1-11 on a daily basis. TAUGHT 10 public school English teachers an American history course on weekends for a semester. TAUGHT ESL to students in grades 1-11 on a semester basis; taught 6 and 7 graders on a daily basis, class size: 35-40 students. COACHED 2 public school Math teachers in instructing classes in English on a weekly basis. ADVISED 4 public school English teachers on ESL curriculum development and activity generation for grades 1-11.

COMMUNICATED ORALLY AND IN WRITING with a variety of audiences;prepared the grant application for USAID Small Projects Assistance grant in collaboration with my co-teacher to implement, monitor and evaluate a Content Based Instruction English-as-a-second-language (ESL) project; wrote quarterly reports to the Peace Corps; facilitated meetings monthly with English teachers; co-taught on a daily basis. REPRESENTED my school and the Peace Corps at citywide functions held by the mayor or governor’s office or other community events.

MANAGED AND COORDINATED the content based ESL project with the head English teacher at my public school, holding operational planning meetings to discuss program and budget milestones and activities. COLLECTED AND ANALYZED DATA on project performance to report back to USAID. DESIGNED, MANAGED AND COORDINATED a public health day camp for 7th grade girls. The camps took place twice, for one week each, and included training in sexual education, self-esteem, self-care, and leadership. Developed leadership abilities in the students through coaching, mentoring, and development assignments at the camp.

ACCOMPLISHMENTS:

Developed HIV/AIDS awareness and prevention program at my public school. Developed leadership abilities in the English teachers at my public school by providing coaching and developmental assignments through my role as a coach and co-teacher. Provided public school staff development training and technical assistance on a content area of interest to increase knowledge of program staff on a daily basis for content knowledge related to English grammar as well as classroom management techniques.

**English Teacher** **08/23/2010-08/19/2011**

English Program in Korea (EPIK) **Hours per week:** 40

EPIK Office # 802, Jeongjail-ro, Bundang-gu, Gyeonggi-do, 13557, Republic of Korea **Salary:** 2,000.00 USD Per Month

**Supervisor(s):** John Smith **Phone:** +xx xxx-xxx-xxxx **Email:** [john.smith@gmail.com](mailto:john.smith@gmail.com)

**Okay to contact this supervisor:** Contact me first

**Duties, Accomplishments, and Related Skills:**

TAUGHT more than 300 public middle school students weekly in English grammar, conversation, and reading comprehension. Developed weekly lesson plans based on English as a Second Language best practices. Researched and invented new activities for kinesthetic learners. COACHED the after school English conversation club and directed an English language drama play for a region-wide competition. EVALUATED the students’ abilities through oral and written testing techniques, which I refined through student surveys and systematic revision.

COMMUNICATED ORALLY and IN WRITING with teachers, education officials, and community representatives to establish and maintain working relationships. Adjusted my communication style to accommodate coworkers and friends from another culture (South Korean) on a daily basis.

ACCOMPLISHMENTS: Taught English grammar and conversational skills to my students and shared mutual culture learning with them and the Korean teachers. Learned a variety of teaching methodologies and creative problem-solving skills. Developed longstanding relationships with my Korean community members.

**AmeriCorps S.E.R.V.E Volunteer 09/3/2009-05/7/2010**

Norwich University (Center for Civic Engagement) **Hours Per Week:** 10-15

158 Harmon Drive, Northfield, VT 05663 United States **Salary:** 0.00 USD Per Hour

**Supervisor(s):** Nicole Didomenico **Phone**: (802)485-2670 **Email**: [ndidomen@norwich.edu](about:blank)

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**Duties, Accomplishments, and Related Skills:**

ADVISED community leaders on hunger issues in order to create health programs to address these issues. LED weekly community dinners at a local church. COORDINATED volunteers and food purchasing for dinners weekly. LED monthly trips to the Vermont Food Bank to sort and package food for distribution to state food pantries.

COORDINATED trip applications, recruited, interviewed and selected volunteers, and trained the team for the trip. LEARNED about developing innovative health program policies focused on food insecurity internationally and locally. MANAGED trip financial documents and ensured budget did not exceed its limit.

ACCOMPLISHMENTS: Supplied the food bank with regular volunteers. Led Alternative Spring Break trip to Heifer International’s farm in Rutland, MA for 13 university volunteers.

**Education:**

**Doctor of Public Administration** (in progress: dissertation phase) **Graduation expected** 05/2020

University of Baltimore, Baltimore, MD United States Dates attended: 9/2016 - present

GPA: 3.95 out of a maximum 4.0 Semester hours: 36

**Specialization**: Global Affairs and Human Security

**Master of Public Health Graduation** 05/2015

Boston University**,** Boston, MA United States Dates attended: 1/2014 – 5/2015

GPA: 3.76 of a maximum 4.0 Semester hours: 48

**Concentration:** Global Health

**Bachelor of Arts**, Summa Cum Laude  **Graduation** 05/2010

Norwich University, Military College of Vermont, Northfield, VT United States Dates attended: 8/2006 – 5/2010 GPA: 3.73 of a maximum 4.0 Semester hours: 143

**Majors:** International Studies and Spanish **Minors:** Political Science and History

**Additional Information:**

**SKILLS**

* Language:Spanish, professional fluency in speaking/reading/writing
* Data analysis: qualitative (inductive and deductive using Nvivo), quantitative (regression analyses and structural equation modeling using R, SPSS, Mplus), geospatial analysis (basic, ArcGIS)
* Policy analysis: experience researching and consulting to conduct policy analysis, present options and make recommendations to senior-level leadership
* Program management: experience leading a public health team conducting policy analysis, data analysis, stakeholder engagement, procurement planning, and operations planning.

**CERTIFICATIONS**

* Contracting Officer’s Representative (COR) Level III (08/07/2017)
* Federal Acquisition Certification- Program and Project Managers Entry Level (2/10/2017)
* Community Interpreter- Spanish (02/23/2014)

**AWARDS**

* Nominated for Special Achievement Award 2018, Centers for Medicare & Medicaid Services.
* Nominated for Special Achievement Award 2017, Centers for Medicare & Medicaid Services. Recognizes a special accomplishment of remarkable dedication, productivity and significance to the organization
* Cross-Agency Collaboration and Teamwork Award 2016, Centers for Medicare & Medicaid Services, Accountable Health Communities Model Team. For outstanding teamwork to develop historic CMMI population health model test to address beneficiaries’ health-related needs.