

EDUCATION

Towson University, Towson, Maryland
Master of Science
Community Health Science
Graduated - December 2002

University of Maryland, College Park, Maryland
Bachelor of Science
Health Education
Graduated - May 1997

AWARDS AND CERTIFICATES

2002 Graduate Professional Development Award
Certified Health Education Specialist #9915

EXPERIENCE

MARYLAND DEPARTMENT OF HEALTH HOWARD COUNTY HEALTH DEPARTMENT, Columbia, Maryland *August 2016-Present*

Director, Howard County Local Health Improvement Coalition

- Engage coalition members, community stakeholders, staff and key leaders in the implementation and evaluation of evidence-based community health programs and priorities derived from the Howard County Community Health Improvement Plan and the Health Department strategic plan, in accordance with the LHIC Bylaws and the Maryland State Health Improvement Process (SHIP);
- Supervise and direct LHIC staff and Work Group Delegates; and recruit, train and utilize volunteers and auxiliary personnel in support of community health promotion activities; serve as a liaison between HCHD, LHIC membership and other stakeholder agencies.
- Coordinate Child Fatality Review process for Local Health Department.

SUSAN G. KOMEN® MARYLAND, Towson, Maryland
Grant Consultant

August 2016-October 2017

- Executed the grant cycle including the RFA process, the grant application process, grant review, site visits, technical support and advocacy for potential, new and returning grantees for a portfolio totaling over \$1.1 million in grant funding.

SUSAN G. KOMEN® MARYLAND, Towson, Maryland
Community Health Director

October 2013- August 2016

- Led, managed, prioritized and supervised Community Health initiatives, programs and staff overseeing grant management, volunteer activities and community outreach/education and advocacy; acted as an ambassador with local, state and national partners, media and community.
- Executed the grant cycle including the RFA process, the grant application process, grant review, site visits, technical support and advocacy for potential, new and returning grantees for a portfolio totaling over \$1.1 million in grant funding.
- Shared leadership of the affiliate in the absence of the CEO as appropriate; Supported the CEO in governance activities including the annual board cycle, engaging board members, and leveraging talent across the organization.

MARYLAND DEPARTMENT OF HEALTH, PREVENTION AND HEALTH PROMOTION ADMINISTRATION, CENTER FOR CANCER PREVENTION AND CONTROL, Baltimore, Maryland *April 2013-October 2013*
Health Educator, Cigarette Restitution Fund Program

- Coordinated health education planning, activities, and website content management for the Cancer Prevention, Education, Screening, and Treatment (CPEST) program.
- Identified and evaluated opportunities and resources for educating target populations to influence health-related behaviors; provided technical assistance for state and local CPEST program staff, provided in-service training for outreach and professional staff, and served as an educational liaison with federal, state, and local public and private health promotion entities.

- Served as the technical liaison/contract monitor on all programmatic aspects to several assigned Local Health Departments regarding cancer prevention, education, screening and treatment in their jurisdictions and the implementation of their grant award programs.
- Recruited by Susan G. Komen Maryland to serve as Community Health Director in October 2013.

CHARLOTTE SAVOY GROUP, Columbia, Maryland

August 2012-January 2015

Part-Time Agent-Executive Administrator

- Served as a part-time real estate agent to the Charlotte Savoy Group of Keller Williams Realty
- Provided direct support to broker in listing and contract processing for a sales volume totaling over \$14 Million.
- Provided strategic guidance to the implementation of customer-centered care and service plans and implement targeted marketing strategies.

UNIVERSITY OF MARYLAND, College Park, Maryland

August 2007-March 2012

Assistant Director for Grants and Scholarships, Office of Development and External Relations

- Managed federal, state, local, corporate and private foundation grants inquiries, applications and proposals and monitored the status of all Division of Student Affairs grants initiatives totaling over \$1.1 million in grant funding.
- Provided oversight and management of all Division of Student Affairs Scholarships totaling over \$2.5 million in scholarship, operating, quasi-endowed and endowed funds.
- Led and/or supported the direct solicitation and stewardship of prospects and donors by the Vice President for Student Affairs, Division of Student Affairs Director of Development and External Relations, Board Members and other staff where appropriate.
- Served on several organizational and divisional committees such as: University of Maryland Veteran's Services Steering Committee, University of Maryland Wellness Coalition Steering Committee, University of Maryland Sexual Assault and Relationship Violence Steering Committee, Work-Life Committee and the Maryland Student Affairs Conference Planning Committee.

Assistant Director for Health Promotion, University Health Center

- Appointed to Assistant Director for Grants and Scholarships for the Division of Student Affairs in June 2010.
- Provided direct programmatic and fiscal management and direction for the Health Promotion Unit of the University Health Center, part of the Division of Student Affairs, and a programmatic budget allocation totaling over \$600,000.
- Supervised up to eight professional staff, three to five student interns each semester, 60 student peer educators annually and served as staff advisor to the Student Health Advisory Committee.
- Directed and supported the implementation and evaluation of government and private foundation grants totaling \$400,000.
- Provided oversight and direction to staff serving as co-chairs for University Wellness and Alcohol Coalitions and served on organizational and divisional committees such as: quality improvement, learning outcomes, and emergency preparedness.
- Provided oversight and direction to health-related marketing and education efforts such as mandatory health insurance policies and emergency preparedness.

TOWSON UNIVERSITY, Towson, Maryland

August 2008-December 2010

Adjunct Faculty, Department of Health Sciences

Fall 2008, Fall 2009, Spring 2010, Fall 2010

- Provided undergraduate and graduate level instruction in Wellness, Program Planning and Introduction to Public Health.

AMERICAN LUNG ASSOCIATION OF MARYLAND, INC.

December 2002 – August 2007

Vice President of Program Services

- Provided programmatic and fiscal oversight for research, asthma, tobacco, and advocacy programs throughout the state and provided direct supervision for seven professional staff.
- Directed and supported the monitoring, conducting, and reporting of activities and tasks related to the application, expenditures, research, and evaluation of multiple local, state, and federal grants related to asthma, tobacco, and research totaling over \$900,000.

- Identified statewide asthma, tobacco, research, and advocacy program needs and monitored related organizational strategic planning, outcomes-based program of work and budget.
- Provided oversight to Annual Scientific Session Continuing Medical Education Conference and monitoring compliance with accreditation regulations.
- Advocated at local and state governmental levels as agency representative and served on several mission-related coalitions and committees.

Tobacco Programs Specialist

- Served as interim Vice President of Program Services from August 2005 through March 2006.
- Directed and supported the monitoring, conducting, and reporting of activities and tasks related to the application, expenditures, research, and evaluation of multiple tobacco-related grants totaling over \$500,000.
- Identified statewide tobacco program needs, provided oversight and technical support for multiple staff working on statewide tobacco prevention, education, and cessation programs.

UNIVERSITY OF MARYLAND, College Park, Maryland **September 2001 - January 2003** **Coordinator of Tobacco Prevention and Cessation Programs, University Health Center**

- Assessed campus-wide tobacco program needs, planned, implemented, and evaluated prevention and cessation programs.
- Facilitated events, activities and programs to engage all members of the campus community in campaigns to promote the tobacco-free norm.
- Coordinated a cessation assistance fund for pharmacological and non-traditional cessation methods; and monitored, conducted, and reported on all administrative duties related to grant application, expenditures, research, and evaluation for \$55,000 Cigarette Restitution Fund grant.

PRINCE GEORGE'S COUNTY PUBLIC SCHOOL SYSTEM **August 1997- August 2001**

- **Health Educator/Special Educator**
 Provided secondary level education to students in both general and special educational settings.

COMMUNITY SERVICE

MARYLAND COUNCIL FOR THE ADVANCEMENT OF SCHOOL-BASED HEALTH CENTERS, Annapolis, Maryland **May 2019-Present**
Parent Representative

LEUKEMIA AND LYMPHOMA SOCIETY, Hunt Valley, Maryland **July 2000-Present**
Volunteer

TOWSON UNIVERSITY, Towson, Maryland **February 2005 – Present**
Department of Health Sciences Advisory Committee Member

311th THEATRE SIGNAL COMMAND, Ft. Meade, Maryland **February 2004 - September 2009**
Family Readiness Group Volunteer

TRAINING

THE GW CANCER INSTITUTE, Washington, DC **May 2013**
 The George Washington University Center for the Advancement of Cancer Survivorship, Navigation and Policy
Executive Training on Patient Navigation and Survivorship

THE GW CANCER INSTITUTE, Washington, DC **May 2012**
 The George Washington University Center for the Advancement of Cancer Survivorship, Navigation and Policy
Patient Navigation Training: From Outreach to Survivorship

COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION **July 2010**
 Summer Institute for Educational Fundraising