

# First and Last Name

# Pronouns

## CONTACT INFORMATION

**Email:**  
**Address:**  
**Phone:**

## SUMMARY

Dynamic, self-starting public health leader with a passion for delivering comprehensive, collaborative, and inclusive services and improving operational efficiencies

## EXPERIENCE

### Tucson, AZ

Dec 2024 - Present

### Community Engagement Program Manager

University of Arizona Mel and Enid Zuckerman College of Public Health

- Creating and implementing strategies to engage various community members, organizations, and partners in alignment with college goals
- Establishing and nurturing relationships with community leaders and organizations to foster collaboration and mutual support
- Serving as a liaison between the college and community members, ensuring effective and transparent communication channels and addressing concerns or feedback from the community
- Conducting research and assessments to understand community needs, demographics, and trends, informing the development of targeted engagement strategies and programs
- Support academic health departments by developing relationships with health department staff to identify research and service priorities and assist with identifying student internship opportunities
- Develop MOUs and other types of documents and agreements to formalize community engagement activities with various entities
- Identifying opportunities to host or participate in community events, workshops, and programs that promote community involvement, dialogue, and inclusivity
- Designing, coordinating, and evaluating outreach programs to reach targeted communities, such as science cafe series, educational initiatives, volunteer programs, or community development projects
- Assist with managing the Community, Engagement, Practice and Service Committee for the college
- Work closely with internal teams, such as marketing, public relations, and program management to ensure cohesive messaging and alignment of community engagement initiatives with overall college goals
- Assist Student Affairs with affiliation agreements and identifying and placing interns
- Develop and implement strategies to promote the college's community engagement efforts through various channels, including social media, website, and in-person outreach activities and events
- Monitor and evaluate the impact of community engagement efforts, tracking progress, and preparing reports to share with community partners and the college
- Provide guidance and support to staff members, student interns or community outreach teams involved in community engagement activities

### Tucson, AZ

Aug 2024 - Dec 2024

### Interim Clinical Services Deputy Division Manager

Pima County Health Department

- Provided administrative leadership and oversight to clinical services division grant programs
- Supervised professional staff and respective program managers
- Analyzed program needs, assigned personnel, and maximized resources to improve services, broaden outreach, and meet program contract deliverables
- Worked with division leaders, managers, and coordinators to identify professional and community audiences of interest and strategized where best to provide services and/or education in clinical and mobile/outreach capacities
- Collaborated with community partners to increase access to testing, screening, and treatment services
- Supported completion of division strategic planning goals
- Coordinated activities and served with other divisions to meet the needs and goals of the department or group of departments
- Directed general accounting procedures, payroll, purchasing, inventory control, computer operations, data collection and report preparation
- Supported the installation of new/modified financial cost accounting and records management systems
- Utilized data analysis to evaluate program and division outcomes and make recommendations for reducing costs and increasing revenues
- Supported managers in preparation, review, and submission of program contract expenditure reports as required by funders
- Oversaw the coordination of accounting and financial records maintenance with the Finance and Management Information Services Departments
- Supported with recruitment and selection of division staff
- Developed and prepared reports

### Tucson, AZ

Mar 2023 - Present

### HIV/STI Prevention and Surveillance Program Manager

Pima County Health Department

- Provided administrative leadership and oversight of assigned program operations
- Recruited, selected, supervised, and managed a diverse team of various professional-level staff
- Analyzed program needs, assigned personnel, and maximized resources to improve services, broaden outreach, and meet contract deliverables
- Oversaw the administration of program grants and budgets totaling approximately \$1,285,000 across seven (7) individual contracts with funders, and assured that activities and services within the program grants deliverables remained within budget
- Ensured all public health contracted services, County policies and procedures, and Federal and State contract requirements were successfully met within the assigned programs
- Developed and implemented HIV and STI prevention strategies for at-risk populations
- Managed and oversaw surveillance programs to track trends and assess interventions
- Oversaw and assisted with the development and dissemination of comprehensive public health information, acknowledging intersectionality and leading with equitable, stigma-free, culturally responsive, and trauma-informed approaches
- Acted as a department representative and subject matter expert
- Management of numerous and concurrent projects with diverse scopes and timelines
- Developed and maintained effective working relationships and coordinated program activities with stakeholders including Arizona Department of Health Services, other County departments, programs, public and private agencies, and community organizations
- Worked with division leaders, managers, and coordinators to identify professional and community audiences of interest and strategized where best to provide services and/or education in clinical and mobile/outreach capacities
- Collaborated with community partners to increase access to testing, screening, and treatment services
- Directed the development and implementation of program policies, protocols, and administrative procedures that improved the quality, quantity, timeliness, and effectiveness of program goals and objectives
- Utilized data analysis to evaluate program and division outcomes and inform future initiatives
- Prepared and negotiated contracts/subcontracts in collaboration with Grants Management, Finance, and Business Operations
- Supported in the preparation, review, and submission of program contract expenditure reports as required by funders
- Assisted in the coordination of workforce development efforts within the Clinical Services Division
- Identified and sought continued educational and professional development opportunities for program personnel, including attending and presenting at local and national conferences, participation in training programs, attending webinars, and piloting projects with funders and/or other community service providers

### Tucson, AZ

Jan 2022 - Mar 2023

### Vaccine Equity Program Coordinator

Pima County Health Department

- Responsible for coordinating and supporting a framework to build the department's capacity to operate with health and racial equity as a guiding principle in its efforts to improve vaccine access and coverage rates during the COVID-19 pandemic
- Planned, organized, and coordinated program activities and initiatives including mobile vaccination clinics and health education outreach events
- Worked collaboratively with internal programs and external community-based organizations to promote and increase access to public health services
- Project manager for the program's health education component, supporting the creation and distribution of COVID-19 informational materials and presentations
- Facilitated data collection and analysis of program activities and outcomes for program assessment and reporting
- Supervised, trained, and evaluated a diverse team of various professional-level staff offering mentorship and fostering professional development opportunities
- Determined work assignments and priorities to support program goals and objectives
- Ordered and maintained programmatic and clinical supplies necessary to complete program initiatives
- Supported manager in program's grant management, including reviewing contractor's expenditure reports for accuracy of programmatic purchases

### Tucson, AZ

Jun 2018 - Dec 2021

### Clinical Coordinator

La Frontera Inc.- Grant Adolescent Program

- Project lead for the Substance Abuse Intensive Outpatient Program: supported program planning, collaborated and strategized with group facilitators, and staffed client progress with client teams
- Direct supervision of dedicated recovery coaches and in-home support staff
- Completion of monthly supervisions, evaluated staff productivity, and provided on-going support and training
- Project tracking and reported outcomes and data to site supervisor
- Received, tracked, and assigned new members from intake, as well as on-going transfers to and from other clinics; completed member closures; evaluated member status and episodes of care
- Completed monthly and quarterly reports for staff productivity, site compliance, and agency efficiency to be reviewed by clinical director
- Fielded crises calls from clients and families utilizing motivation interviewing to assess proper course of action
- Provided customer service and care coordination with external providers and guarantors
- Supported clinic flow, provider and clinician scheduling, and facilitated telemedicine appointments
- \*Interim supervisor for 60 days reporting directly to clinical director and making programmatic decisions for the site

### Tucson, AZ

Sep 2016 - Jun 2018

### Dedicated Recovery Coach

La Frontera Inc.- Children's Services

- Case managed up to 100+ high and low service-utilizing clients
- Facilitated Child and Family Team meetings with clients, guardians, families, service providers, and other members of the treatment team
- Maintained and updated client clinical assessments and treatment plans
- Completed child and adolescent intake assessments into services and treatment
- Completed rapid response assessments for children involved with the Department of Child Safety
- Coordination of services to address member needs and provided direct services, such as brief counseling, skills building, and family support services to children and their families, while utilizing trauma-informed care practices
- Group facilitation of Go Grrrls Group sexual health education for ages 10-15 and Anger Management for ages 6-8
- Completion of parent-coaching techniques training series for children and provided education to guardians
- Trained and supported onboarding for new dedicated recovery coaches and support staff

### Tucson, AZ

May 2016 - Aug 2016

### Intern

Teen Outreach Pregnancy Services

- Shadowed case managers
- Completed and documented monthly check-ins with clients
- Prepared for and co-facilitated healthy pregnancy education, childbirth education, and the benefits of breast/chest-feeding curriculum to expecting teen parents
- Prepared for and co-facilitated group counseling sessions
- Conducted urinary pregnancy tests

## EDUCATION

### Tucson, AZ

Aug 2012 - Aug 2016

### Bachelor of Science in Public Health

University of Arizona

## SKILLS

### Leadership

Interpersonal communication

Project management

Responsiveness

Solution-oriented

### Multi-team supervision

Time and resource optimization

Collaboration

Emotional intelligence

Adaptability

## CERTIFICATIONS & COURSES

Key Consulting Project Management, 24 credit hours  
Blanchard Management Essentials, 8 hours  
Blanchard Conversational Capacity, 8 hours  
CPR Certification, valid 5/2/2023- 2025  
Adult Mental Health First Aid, October 2023  
Arizona's Community Leadership Academy, October 2023