

Work History

Teratogen Counselor/Research Assistant/Interviewer, MotherToBaby Pregnancy Studies (2009-present)
Project Manager, Administration and Event Planner, San Diego Crew Classic (2007-2009)
Consultant, Program Evaluation, Planned Parenthood of San Diego & Imperial Counties (1998-2000)
Program Manager, California Dept. of Health Services/UCSD Medical Center (1997-2001)
Executive Assistant to Chief Medical Officer, FPA Medical Management (1996-1997)
Project Coordinator, County of San Diego Dept. of Health Services (1995-1996)
Youth Leader/Consultant, YMCA Youth & Family Resources (1993-1994)
Sr. Community Health Program Manager/Survey Worker, UCSD Medical Center (1991-1994)
Accounts Payable/Administrative Assistant, Hotel Investors Corporation, San Diego (1988-1991)

Education

M.P.H., Maternal and Child Health, San Diego State University, San Diego, CA 1997
M.A., Marriage and Family Therapy, United States International University, San Diego, CA, 1993
B.S., Human Development and Social Policy, Northwestern University, Evanston, IL, 1988

Board Positions

Volunteer Coordinator, San Diego Crew Classic Inc. Board (2012-2015)
Westview PTSA, VP Membership (2014-2015)
Park Village PTA, VP Programs/VP Ways & Means/Assemblies (2005-2013)
President/Treasurer/Secretary, San Diego Chapter, Society for Adolescent Medicine (1993-2001)

Internships/Volunteer Work

Volunteer, Response/Logistics/Youth development, American Red Cross (2005-2009)
Treasurer/Programs/Outreach/Retreat Coordinator, St. Gregory the Great Mothers' Group (2001-2009)
Special Projects Coordinator, First National Youth Conventions (1995-1996)
Alumni Admissions Council Interviewer, Northwestern University (1989-2014)
Special Projects Intern, The Children's Initiative (1995)

Summary of Experience: Organizational management skills, Event coordination, Research administration

- Team member for nonprofit, operating within a university, dedicated to the study of teratogens, provide education by phone to diverse patient population in US and Canada as well as healthcare providers on published research regarding exposures in pregnancy, write agent summaries and attend related trainings, conduct subject interviews, data entry, contribute to ongoing quality improvement efforts, exhibit at medical conferences to encourage subject recruitment, write and publish educational papers for patient support groups.
- Supervised an administrative assistant, 40 statewide project directors, and two survey workers on three grants: a federally-funded public health study, a state-funded research program in adolescent pregnancy, and a countywide start-up in health promotion.
- Researched and wrote a qualitative evaluation of the California Adolescent Sibling Pregnancy and Parenting Program (CASPPP); wrote Adolescent Healthcare Provider Toolkit (1996) as a resource and guide for exemplary adolescent healthcare practices; as a member of the state Adolescent Health Collaborative, participated in formulation of the California Adolescent Health Strategic Plan (2000); member of Community Health Improvement Partners, which collaboratively devised program goals and objectives for countywide health status advancement.
- Wrote and submitted reports to state and federal funding agencies; presented findings to constituents including federal and state health directors and program managers; program evaluation and statistics, grant writing, correspondence, and budgeting; wrote successful IRB and continuing medical education applications; health education and curriculum development; peer-reviewed journal articles; staff training; liaison to 45 project sites in research studies.
- Current and past service on several boards, helping develop policies and procedures, plan and execute events and conferences in multiple locations, collaborated on various projects and profitable fundraisers. Coordinated the premier west coast collegiate rowing regatta, drawing 4000 athletes and 10000 parents and spectators, as well as recruiting and processing 300 volunteers each year.

