

PROGRAM COORDINATOR

Energetic and passionate professional with well-rounded experience in all aspects of project coordination including, project design, resource allocation, budget administration and schedule management. Superior ability to manage deliverables of multiple projects, ensuring consistent communication from initiation through delivery. Identify, cultivate and nurture relationships with cross functional teams, vendors and clients to accomplish business goals. Inquisitive nature that yields efficient, effective solutions for a range of challenges. Adds value brought by strong work ethic, and a finely-honed customer service attitude.

Key Skills: Business Plan Development – Project Management – Project Coordination – Event Coordination – Qualitative & Quantitative Analysis Feasibility Studies – Grant Writing – Budget Administration – Resource Allocation – Quality Control – Regulatory & Compliance Requirements – Human Resources Administration – Business Communications – Customer Service Volunteer Recruitment & Training – MS Office Suite: Word, Excel, PowerPoint, Teams – InDesign – Slack – Trello

PROFESSIONAL NARRATIVE

PROGRAM COORDINATOR – University of Arizona, Tucson, AZ

August 2024 – Present

As the Program Coordinator for the Udall Center for Studies in Public Policy, I manage daily operations and oversee administrative staff while ensuring compliance with policies and procedures. I coordinate meetings and events, handle logistics, and summarize discussions for stakeholders. I administer the annual Faculty Fellows Program, including scheduling, correspondence, application management, and selection. Additionally, I support environmental policy research projects by monitoring budgets and timelines, maintain organized administrative files, and draft various documents. I also manage programmatic procurement, including document preparation and compliance reviews, to ensure effective and efficient operations.

- ▶ Oversee daily programmatic operations and interpret established policies and procedures while supervising administrative staff.
- ▶ Coordinate and manage meetings and events, ensuring efficient planning and logistics. Summarize meeting discussions and share with appropriate stakeholders promptly.
- ▶ Administer an annual Faculty Fellows Program, handling scheduling, campus correspondence, application management and review, and selection processes.
- ▶ Support environmental policy research projects as a project manager, monitoring budgets and timelines.
- ▶ Maintain organized administrative files and draft assorted documents, including correspondence, agendas, and policies, for the director and various programs.
- ▶ Handle programmatic and project procurement through maintenance of a purchasing card, including document preparation, reconciliation, and compliance reviews.

PROGRAM COORDINATOR – University of Arizona, Tucson, AZ

January 2021 – August 2024

Brought on board to coordinate the research education aspects of the Partnership of Native American Cancer Prevention Research Project (NACP-R01) with National Cancer Institute (NCI) and all aspects of the R25 Postbaccalaureate Research Education Program (PREP@UAZ) with the National Institute of General Medical Sciences (NIGMS). Organized several university student centered activities between the students and the NIH. Coordinated large-scale meetings to showcase cancer and health related research projects. Designed meeting collateral in InDesign and directed communications leading up to the event and throughout each event. Tracked budget and billing within the University's financial management software. Provided on site issue resolution and support throughout each of the events and meetings.

- ▶ Attained all deliverables on time and within budget for student summer internships, yearlong research projects, graduate program primer, and training curriculum from the University of Arizona Cancer Center and the NIH.

- ▶ Performed budget management tasks such as monitoring the NACP-R01 performance against the universities estimates and preparing the annual budget.
- ▶ Lead weekly team meeting to assign tasks to strive to achieve high program functionality in a large university setting
- ▶ Authored final grant documentation and assisted in writing new grant which resulted in additional funding on top of an established yearly budget.
- ▶ Recruited and trained student researchers and managed trainer resource allocation throughout the fiscal year.

PROJECT MANAGER – Inter-Tribal Student Services, Arcata, CA

August 2016 – August 2018

Selected to collaborate with the San Pasqual tribe and Forest Management to write the business portion of the Forest Management Plan with the standards for a Category 4 forest, in compliance with the 53 IAM, 25 CFR 163, the National Indian Forest Resources Management Act and other applicable laws, regulations and policies. Outlined funding and resources needed from the Bureau of Indian Affairs and how those resources will be used to manage forest programs. Partnered with tribal leadership and business committees to ensure financial requests aligned with forest management priorities.

- ▶ Researched and documented environmental impacts throughout different areas such as, insect infestation that was causing damage to the trees.

ENVIRONMENTAL PROJECT COORDINATOR - San Pasqual Band of Mission Indians, Valley Center, CA

July 2017 – December 2018

Brought on board to coordinate all aspects of a 3 state (California, Nevada, and Arizona) tribal environmental conference with the Environmental Protection Agency (EPA). Organized several breakout sessions between EPA and tribal representatives. Coordinated large-scale field trips to showcase environmental projects. Designed meeting collateral in InDesign and directed communications leading up to the event and throughout each event. Tracked budget and billing within Sage Financial management software. Provided on site issue resolution and support throughout each conference.

- ▶ Attained all deliverables on time and within budget for 2 conferences with up to 1000 attendees from the tribal conference and the EPA.
- ▶ Authored final grant documentation and assisted in writing new grant which resulted in 2 years of additional funding.
- ▶ Recruited and trained volunteers and managed volunteer resource allocation throughout the conferences.
- ▶ Conceptualized and managed a poster contest for children to showcase environmental issues. Sourced and obtained donations throughout the community to reward the contest winner.

STUDENT ASSISTANT – ITEPP, Humboldt State University, Arcata, CA

January 2015 – January 2016

Provided front desk customer service for this academic support program assisting Native American students.

MENTOR – San Pasqual Tribal AmeriCorps Mentoring Program, Valley Center, CA

August 2012 – August 2014

Contributed to the education of children in grades pre-K – high school on the San Pasqual Reservation. Directed community service activities and facilitated instruction in several classrooms; 3rd grade, middle school and pre-school. Promoted student involvement in community programs, sports, and higher education. Delivered superior administrative support within the human resources office. Responded to questions, prepared HR-related paperwork, and created a new automated filing system to maintain employee records

RESEARCH & INTERNSHIPS

STUDENT RESEARCHER – Rroulou'sik Summer REU, Humboldt State University, Arcata, CA

June 2016 – July 2016

Researched Steelhead Trout, a fish which migrates from a marine environment to freshwater rivers and streams to mate and prepare a nest. Once salmonids hatch, the fish spend ~7 years in freshwater before going to an estuarine habitat. While maturing the fish choose a habitat with access to food, moderate moving water, and good temperature. In this research, took a few characteristics of a standard stream/ creek and applied those to an artificial stream in the Humboldt State University's hatchery. The fish in the study had opportunities to choose a cover site that best fit it's needs.

STUDENT RESEARCHER – Center of Coastal Margin & Observation (CMOP), Oregon Health and Science University, Portland, OR/Russia

June 2015 – August 2015

Developed outreach materials to increase awareness about the center’s Global Estuary and Indigenous Network. Participated in outreach events with local tribal K-12 groups. Supported efforts to collaborate with Native People and identified potential research collaborations that support the use of indigenous knowledge in scientific research to support policy and management.

- ▶ Conducted research in Russia, studied how the indigenous populations, which uses Sturgeon as a primary food source, are affected by methylmercury contained within the fish.

PEERS PROGRAM PARTICIPANT – PEERS Program, Humboldt State University, Arcata, CA/Lausanne, Switzerland

December 2014 – May 2015

Created a lesson plan on photosynthesis for middle school students in both Switzerland and California. Supervised by a trainer from each institution (Switzerland and California), developed an age appropriate description to educate students on how light travels through plants to produce plant energy.

EDUCATION AND TRAINING

2018, Bachelor in Environmental Science & Management – Humboldt State University

Certified AmeriCorps Member