

# Resume

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## EXPERIENCE

Program Manager July 2024 - Present | Behavioral Health Conditional Scholarships | Washington Student Achievement Council | Olympia, WA

Primary duties in this position is to develop a conditional health program to stand up in March of 2025. Engage in stakeholder and legislative meetings on the development of the program.

- Overseeing the development of policy, procedure, and programmatic guidance
- Developing and Implementing application cycles for Behavioral Health Conditional Scholarships
- Collaborating with program partners, state agencies, and institutions

Program Coordinator October 2022 - June 2024 | National Guard Grant | Washington Student Aid Council | Olympia, WA

Primary duties were to maintain communication on student applications for the National Guard Grant and Teacher Scholarships through email correspondence and phone lines. Review applications for any discrepancies and errors, comb through financial aid information to determine eligibility and confirm that financial award amounts are correct. Update excel sheets for approved payments and monitoring award distributions.

### Key Accomplishments:

- Assisted Program Manager in conducting policy research for deadline implementation
- Monitor and approve funding for applicants

Youth Program Specialist January 2022 - October 2022 | Non Profit Org | Safe Streets Campaign | Tacoma, WA

Primary duties were to create relationships and conduct outreach to youth in the Tacoma school districts that may be facing challenges. Concentrated on social emotional learning for those with ACE's. Developed Surveys, Social Media Content, and prioritized methods to reduce youth violence.

### Key Accomplishments:

- Implemented Positive Action Course directed by the Health Care Authority designed to combat the Opioid Epidemic
- Obtained Mental Health First Aid for Youth Certificate

**EDUCATION** California State University of Los Angeles | Bachelor of Arts Political Science • Minor: Criminal Justice

**SKILLS** Excel | Microsoft Word | Windows | SharePoint | Salesforce | PowerPoint | EPIC |