

# Audra H. Nixon, MPH

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## PROFILE

- ◆ Former Director of Administration of the Integrative Cardiac Health Project, a \$3 million multi-site, clinical research grant at Walter Reed Military Medical Center. Served as the focal point for planning, coordinating and implementing program evaluation and process improvement activities related to heart, lung, blood and sleep science research.
- ◆ Seasoned administrator with over 17 years of clinical research experience; primarily responsible for analyzing and evaluating scientific programs for effectiveness to ensure programs are executable, transparent and sound.
- ◆ Former Aide de Camp for the Commanding General of Walter Reed Army Medical Center responsible for managing and coordinating executive meetings and events of high visibility.
- ◆ US Army Medical Service Corps Officer with broad knowledge in contracts management, personnel management, budget compliance and financial management.
- ◆ Possesses strong written and verbal communication skills; and the ability to lead diverse teams of professionals in fast-paced environments.

## EDUCATION

- ◆ Masters of Public Health (MPH), *Yale University*, New Haven, Ct.
- ◆ Bachelors of Arts, (BA), *Bennett College*, Greensboro, NC.

## PROFESSIONAL EXPERIENCE

### The Build Health Challenge

11/2018 - present

#### Project Lead

- ◆ Responsible for leading Build Health grantee sites (Pittsburgh PA and Jackson, MS) to improve upstream social determinants of health and health equity. Supported each site in leveraging stakeholder expertise, community knowledge around their chosen project focus.
- ◆ Led strategic plan development for executing grantee projects through onsite assessments, local partnership development and local health department data. Additionally, provided Build Health “resources” of subject matter expertise and training.
- ◆ Manages monthly virtual “check-ins” providing project support through detailed project updates, coordinating webinars with subject matter experts on varied topics of need (i.e. navigating hospital boards, equity, housing etc.), researching best practices across the nation around any “upstream” issue and/or problem-solving around the latest project challenge.

### US Wellcare/Brighter Day Health Foundation

06/2016-present

### Director of Administration

- ◆ Responsible for distributing and monitoring workload, coaching and training, and communicating Company goals and objectives to all Company executives and staff. Plans, schedules and monitors the work activities of assigned personnel.
- ◆ Conducts analyses and surveys to evaluate Company processes; integrates program evaluation and resource planning to ensure workflow inefficiencies are properly addressed.
- ◆ Advises the Chief Operating Officer on complex and sensitive issues, action items, strategies that are of major importance to the management effectiveness and operational efficiency of the Company.

### **Walter Reed National Medical Center - Integrative Cardiac Health Program (ICHP)**

**11/99-06/2016**

### Director, Administration

- ◆ As the Director of Administration of the Integrative Cardiac Health Project, a \$3 million multi-site, clinical research grant; solely responsible for the overall management and operations of a variety of business related functions to include:
  - Operations – Collaborated with Medical Director/PI to develop departmental goals, and objectives. Advised science leaders on the coordination and facilitation of a broad array of complex and sensitive scientific issues related to management effectiveness and operational efficiency.
  - Grants/Contract Management – Managed prime award as well as sub awards, interacts with the sponsor and ensures compliance with federal regulations and budget requirements. Prepared administrative responses and reports for submission to sponsoring agencies.
  - Financial – Developed and managed all fiscal matters including budget compliance and forecasting, financial reporting and analysis as well as expense control. Identified new funding opportunities and managed pre-award and post award procedures for new funding.
  - Regulatory Affairs – Provided guidance to the Primary Investigator on the requirements of the research regulations including proposal submission and award set up. Advised sub awardee investigators regarding steps and timelines required for obtaining compliance approvals.
  - Personnel Management – Was responsible for payroll management, hiring and disciplinary actions, performance reviews, and group training initiatives. Coordinated staff training as well as morale building opportunities.
  - Space Management – Oversaw the construction and relocation of current office. Reviews space utilization within the program and makes recommendations accordingly.

**Sherikon, Frederick, Maryland**

**11/1997-2/1999**

Manager/Liaison

- ◆ Managed 12 Sherikon contract employees across several departments throughout Walter Reed Army Medical Center, Washington, DC.

**MILITARY SERVICE**

**United States Army, Walter Reed Army Medical Center**

**10/91-10/1994**

Medical Service Corps

- ◆ Aide-de-Camp/Special Assistant to the Commanding General of Walter Reed Army Medical Center – Executed special projects in support of the Commander’s vision and mission. Operated as liaison for the Commander in support of internal and external stakeholders.
- ◆ Clinic Administrator – Responsible for overall operations, administrative staff supervision, budget compliance and forecasting for the WRAMC Allergy Clinic.

**United States Army, Fort Meade, Maryland**

**10/88-10/1991**

Medical Service Corps

- ◆ Assistant S2/Battalion Transportation Officer - During Operation Desert Storm, provided intelligence reports to Battalion Command staff. Responsible for the movement of over \$3 million in equipment and supplies to Southwest Asia for Operation Desert Shield.
- ◆ Platoon Leader- Responsible for leading, training and the overall readiness of a 35-person Army Medical Service Corps platoon.

**VOLUNTEER**

- ◆ African American Community Roundtable: Chair, Health Committee (2014-2017)
  - AACR/Horizon:
    - Initiated, won and administered \$150K grant to lead and manage a community enrollment event to enroll individuals in health insurance plans created by the Affordable Care Act.
    - Initiated and won (12/01/18) \$80K Horizon Foundation Racial Equity Collaboration Grant. This grant trains participants for 1 year in racial equity education in support of community and social justice activism.
- ◆ Links, Inc: Co-Chair, Health Facet (2013-2015), Co-Chair
  - Health Chair:
    - Initiated won and administered 10K Morehouse College School of medicine grant which provided a 12-week curriculum which sought to combat obesity in 8-12-year old children.
    - Mental Health Symposium: Topic: The Effects of Stress on Women's Health.
    - Co-chaired DMV Women’s Health Fair and 5K walk.