

# Maxine F. Kellman-Allen, DVM, PhD, PMP

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*Project Management / Strategic Planning / Animal Modeling / Program Development Leadership / Team Building / Operational Processes | Project Cost Analysis / Stakeholder Engagement*

Highly accomplished and results-driven Licensed Veterinarian and Certified Project Management Professional with expertise in animal modeling, zoonotic diseases, leading diverse projects and cross-functional teams to consistently meet key program deliverables. Exceptionally motivated and resourceful individual with demonstrated ability to excel consistently in any work capacity through outstanding work ethic. Six Sigma Green Belt dedicated to quality while increasing productivity and reducing operating expenses. Deliver high-quality design and flawless execution of methodology. Adept at working effectively both independently and collaboratively to meet strict deadlines and project specifications. Excellent interpersonal and communication skills to build rapport and productive client relationships.

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## PROFESSIONAL EXPERIENCE

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### BIOTECHNOLOGY ANALYST

Department of Health and Human Services (HHS), Office of the Secretary (OS), Office of the Assistant Secretary of Preparedness and Responses (ASPR), Strategy, Policy, Planning and Requirements Division, Domestic Policy Branch, National Advisory Committees (NACs) | July 2018-Present

**HEALTH PROGRAM MANAGEMENT:** Provide technical leadership and program management as an Alternate Designated Federal Official and Executive Secretariat to two federal advisory committees (National Biodefense Science Board (NBSB) and the National Advisory Committee on Children and Disasters) in identifying, coordinating, and overseeing the Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR) Strategy, Planning, Policy and Requirements Division, Domestic Policy Branch, National Advisory Committees (NACs) program activities that can best support successful achievement of ASPR's and the HHS' mission for preparedness, response and recovery during Chemical, Biological, Radiological, Nuclear or Explosives (CBRNE) events . Team Lead and subject matter expert for the National Advisory Committees. Provide analysis of methods to be used, resources required, interagency coordination matters and milestones. Organize, lead and guide NBSB and NACCD working groups.

**DATA ANALYSIS:** Review and analyze procedures and operating policies to assess their effectiveness. Perform administrative reviews and gap analyses and provide written recommendations to effectively manage administrative operations. Study, interpret, develop, and implement new and existing administrative directives. Interpret and apply detailed policies and practices to solve resource and programmatic problems. Analyze and support execution of and evaluate business operations of the NBSB and NACCD; and support and coordinate FACs business needs including human capital, performance management and budget formulation and procurement, facilities, and information technology with service partners. Developed NAC Spend Plan and monitored budget expenditures for the Annual Comprehensive Review (ACR) for the NBSB and NACCD.

**ORAL AND WRITTEN COMMUNICATION:** Establish and maintain effective collaborative and working relationships with those within ASPR and other government agencies and non-government organizations. Analyze and prepare technical briefing materials and program status reports for review at all levels. Develop presentations for NACs staff and or other intra-and interdepartmental audiences on current topics affecting ASPR. Write instructions based on established policies and procedures. Deliver oral briefings/ presentations to professionals at all levels within ASPR and external organizations and agencies. Contributory guest editor and co-author for the publication of the CDC sponsored "Translation, Dissemination, and Implementation of Public Health Preparedness Research and Training" supplement issue of the *American Journal of Public Health*

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## **ACCOMPLISHMENTS:**

- Coordinated, as a subject matter expert in biodefense, the transformation and strengthening of the National Preparedness and Response Science Board into the National Biodefense Science Board, ensuring alignment with ASPR senior leadership priorities and statutory requirements.
- Provided leadership in the growth and expansion of ASPR's Federal Advisory Committees, as the Alternate Designated Federal Official (DFO) charged with DFO duties during the prolonged emergency deployment of the DFO.
- Strengthened relationships with key ASPR stakeholders in industry and academia in the biodefense and pediatric preparedness areas.
- Ensured compliance with the Federal Advisory Committee Act, liaising effectively with ASPR officials, Advisory Committee chairs, and the White House Liaison Office to successfully renew the charter of the National Biodefense Science Board and appropriately sunset the National Advisory Committee on Children and Disasters.
- Demonstrated ability to meet strict time-sensitive requirements for public reporting while improving quality and relevance of developed products.

## **BIOTECHNOLOGY ANALYST**

Department of Health and Human Services (HHS), Office of the Secretary (OS), Office of the Assistant Secretary of Preparedness and Responses(ASPR), Office of Policy and Planning (OPP) , National Advisory Committees (NACs) | January 2013-July 2018

HEALTH PROGRAM MANAGEMENT & DATA ANALYSIS: Same as above.

ORAL AND WRITTEN COMMUNICATION: Guest speaker and NAC representative for the 2016 and 2017 Tuskegee University College of Veterinary Medicine Annual Veterinary Symposiums (presented on veterinary medical preparedness and response; community health resilience and the human-animal bond; and career development). Abstract submissions accepted and presented as a poster presentation at the 141st American Public Health Association (APHA) in Boston, MA and as an oral presentation at the 2014 American Veterinary Medical Association (AVMA) Annual Convention in Denver, CO.

STAKEHOLDER ENGAGEMENT: 2015 Grant Reviewer for the Transforming Clinical Practice Initiative (TCPI) grant reviews for the Centers for Medicare and Medicaid Services (CMMS) Center for Medicare and Medicaid Innovation (CMMI). Moderator for the Clinical and Practice Management Continuing Education Sessions at Central Veterinary Conference (CVC), Washington DC. 2013-2015. Selection Committee Member for the 2015 and 2017 American Association for the Advancement of Science (AAAS) Diplomacy, Security & Development Science and Technology Fellows Program

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## ACCOMPLISHMENTS:

- Represented ASPR as a subject matter expert in stakeholder engagement for the Department of Homeland Security (DHS) led interagency National Mitigation Investment Strategy (NMIS) Stakeholder Engagement Sub-Committee.
- Saved OPP \$100,000 by doing stakeholder in-person meetings in-house and ending use of a contracting agency.
- Identified training needs to enhance operations and developed training modules in the area of project management for NACs staff.
- Developed the National Advisory Committees Student Volunteer Student Internship Program to train students (college, professional and graduate students) in field of disaster preparedness and response. Program was expanded into the OPP-wide Student Volunteer Internship Program.
- Demonstrated ability to meet strict time-sensitive requirements for public reporting while improving quality and relevance of developed products.

**AWARDS:** Received five 40hr Time-Off and Cash Awards for exemplary performance as acting Executive Director; for successful mentoring of interns; establishment and coordination of the Office of Policy and Planning Student Volunteer Internship Program and for the successful planning and execution of the July 17-21, 2017 HOSA Scholars Program.

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## EDUCATION AND CERTIFICATIONS

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### **NIH Postdoctoral Fellowship** (Immunology, Parasitology and Molecular Biology)

Uniformed Services University of the Health Sciences & Henry M. Jackson Foundation | Bethesda, MD

### **Doctor of Philosophy in Veterinary Medical Sciences** (Immunology, Parasitology, and Zoonotic Diseases)

Researched and identified critical clinical issues in livestock and provided problem resolutions.

Virginia Tech | Blacksburg, VA

### **Doctor of Veterinary Medicine**

Tuskegee University School of Veterinary Medicine | Tuskegee, AL

### **Bachelor of Science**

Biology (Neurobiology and Behavior)

Cornell University | Ithaca, NY

### **Licensures/ Certifications:**

Georgia Veterinary License

Project Management Professional (PMP) Certification

Leadership Certification

Contracting Officer Representative (COR) Level I

Six Sigma Green Belt Certification

References Available Upon Request