

Experience Summary

Currently the Technical Assistant/Data Manager for the HCPSS Homeless Education Assistance Program (HEAP). Previously worked for the Environmental Health Center of the National Safety Council and the White House Council on Environmental Quality as a Policy Analyst and Project Manager.

PROFESSIONAL EXPERIENCE

Howard County Public Schools – Technical Assistant/Data Manager

2007 - present

- Developed and maintains an extensive database of all Howard County youth living in temporary housing. Works within existing HCPSS data systems to identify and track homeless students.
- Maintains files and documents for SITH students.
- Coordinates with Office of Food and Nutrition to ensure FARMS for SITH students.
- Manage mileage reimbursement and emergency transportation.
- Creates quarterly reports and flag lists to assist in case management.
- Provides services and guidance to assure that HCPSS complies with McKinney Vento/Title X ESSA regulations and HCPSS Policy 9300 that provides protections to homeless students.
- Collaborates with HCPSS staff, community groups and MSDE to provide information and services for students in temporary housing.
- Maintains budget and expenditures for the Homeless Education Assistance Program grant (HEAP). Manages payroll and all billing. Communicates with and manages payroll for Title 1 tutors who work with students in temporary housing.
- Prepares documents and attends appropriate meetings such as the Homeless Advisory Committee and MSDE technical assistance meetings and reviews.

National Safety Council, Environmental Health Center - Program Manager

1992-1997

- Assisted in development of National Lead Poisoning Education campaign that included print, radio and television advertisements. Collaborated with community members and advocacy groups to develop message. Worked to develop and staff a national lead poisoning education hotline.
- Developed, managed and fundraised for education campaign on nuclear waste. Collaborated with community groups, general public and other stakeholders to develop educational materials on the National Waste Isolation Pilot Project (WIPP).

Executive Office of the President, Council on Environmental Quality (CEQ) – Policy Analyst 1990-1992

- Assisted in creation of Presidential Commission on Environmental Quality that included members from the corporate, non-profit, and government sectors. Managed events, meetings and educational campaigns that PCEQ developed.

EDUCATION

**BACHELOR OF ARTS
POLITICAL SCIENCE
ARIZONA STATE UNIVERSITY
1989**

COMMUNITY INVOLVEMENT

Howard County PTA – President, Vice President and Secretary of Waterloo Elementary School and Vice President of Ellicott Mills Middle School

Martin Luther King, Jr. Commission, Howard County Government – Coordinates county grocery store participation in the National Day of Service

Volunteers regularly for Animal Advocates of Howard County, Cystic Fibrosis Foundation and Glen Mar United Methodist Church