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Education

2021 MPH Georgia Southern University, Statesboro, GA

Jiann Ping-Hsu College of Public Health
Specialization: Applied Public Health

2012 BA University of Arizona, Tucson, AZ

Major in Interdisciplinary Studies with an emphasis in Health and Wellness

Professional Experience

Project Manager, Gretchen Swanson Center for Nutrition (GSCN)

Omaha, NE | October 2022 – Present

- Support project management efforts to help ensure that all activities related to nutrition incentives and reporting and evaluation are completed on time, within scope, and within budget.
- Lead the creation of, monitoring of, and adherence to project timelines, milestones, and workplans
- Develop and manage annual Reporting and Evaluation team objectives, and associated timeline and budget.
- Create and maintain project files in an organized fashion accessible to team members.
- Schedule and organize team meetings, develop agendas, document notes, and help oversee action items.
- Triage and prioritize tasks that require scientific support
- Serve on the GusNIP NTAE Center evaluation and Project Management working group
- Support project management efforts of sub-studies as related to nutrition incentive and other GusNIP projects
- Work in tandem with the Project Coordinator – Partnerships, Technology and Communications, to keep Project Director and Associate Project Director updated on relevant project news, needs, challenges and opportunities.
- Proofread and copy edit a variety of external-facing reporting and evaluation-related resources; work with Reporting and Evaluation team members and partners to keep resources updated, and with marketing and communications team members to disseminate resources on the website or through other avenues.
- Support the development of deliverables, reports, presentations, and manuscripts, as needed.
- Support development of annual progress reports to USDA, Congress and other annual reporting as needed

Program Coordinator, It's Time Texas

Austin, TX | November 2021 – October 2022

Plan and coordinate the administrative and operational activities of It's Time Texas' programmatic work for the Community Challenge, a SNAP-Ed funded annual statewide health competition with over 17,000 participants in 2022.

- Project creation and management related to programming
- Creation/management of internal documents, processes, and policies
- Coordination of meeting and event logistics and scheduling
- Assistance in outreach with partner organizations
- Coordination of program delivery needs with the marketing department
- Assist in HHSC and other funder reporting and budgeting specific to programming
- Lead the data gathering and evaluation plan specific to programming
- Work as liaison with App developers and technology team to coordinate program delivery to ensure efficient technology maintenance and quality assurance

Professional Experience (Continued)

Programs Director, Forsyth Farmer’s Market, Inc.
Savannah, GA | July 2018 – September 2021

Oversee all activities related to 912 Food Farmacy, a GusNIP Produce Prescription Program funded by the USDA that provides fresh produce to participants who are low-income/uninsured and suffering from a chronic, diet-related disease.

- Creation and distribution of all materials related to enrollment, incentive vouchers and marketing/promotional material
- Lead stakeholder meetings and facilitate open dialogue between all partner organizations
- Organize recruitment with local clinical partners and provide any support needed to enrollment and event planning
- Communicate program requirements, marketing and promotional efforts, and general participant support with all partner organizations
- Maintain all participant records and incentive distribution/redemption information
- Conduct participant communication and community outreach about program
- Assist Nutrition Educator in creation and dissemination of materials (i.e. cooking demonstration activities, participant cookbook, health education materials)
- Budget management, including grant writing/reporting and fundraising
- Assist Program Evaluator with creating and conducting surveys and reviewing data
- Engage in networking and communications with members of Nutrition Incentive Hub to creatively develop and perfect implementation of program

Oversee all components of the regular function of the Forsyth Farmers Market, a 55 vendor, year round farmers market in historic downtown Savannah

- Oversee all vendor logistics and communications for market
- Lead annual vendor application review process, evaluating current and prospective vendors for farming/production methods that correspond with the mission statement of the market
- Manage and document SNAP/EBT benefits used each week through benefit doubling program
- Educate customers on the benefits of SNAP/EBT doubling at the market and provide resources to enroll eligible customers
- Lead new initiatives and strategy for market growth and better customer outreach including the development of a Community Ambassador program for the market and development of an Emerging Vendor program
- Maintain budget for Saturday market including merchandise purchasing and inventory tracking
- Assist in grant and proposal writing efforts to support all of the nonprofit’s programming
- Assist in fundraising efforts and increase visibility surrounding the market and all its programs

Invited Participant or Expert Panel Member

2021	Produce Prescription Project Lightning Round, Nutrition Incentive Hub National Convening. Virtual.
2021	Troubleshooting Data Collection, Nutrition Incentive Hub National Convening. Virtual.