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Education

2020 MS National University of Natural Medicine, Portland, OR
Master of Science in Nutrition

2011 BS University of Washington, Seattle, WA
Bachelor of Science in Public Health

Professional Experience

Project Manager, Gretchen Swanson Center for Nutrition (GSCN)
Omaha, NE | September 2022 – Present

- Lead project management efforts to ensure all projects are completed on time, within scope, and within budget.
- Develop and manage project plans inclusive of project stages, tasks, assignments, and deadlines.
- Schedule, organize, and lead client and work team meetings; develop agendas, document notes, and oversee action items.
- Delegate tasks to work team members; provide direction, guidance, and feedback as necessary.
- Support data collection by scheduling participant and site data collection meetings and collecting quantitative and qualitative data.
- Direct the development of project deliverables by leading storyboarding sessions, delegating assignments, writing report sections, developing deliverable drafts, reviewing branded deliverables, presenting deliverables to clients.
- Support grant and RFP proposals by compiling supplementary materials and preparing, revising, and finalizing proposals.

Research Program Manager, Washington State University Institute for Research and Education to Advance Community Health (IREACH)
Seattle, WA | November 2020 – September 2022

- Led implementation and coordination efforts for multiple NIH-funded research studies within American Indian/Alaska Native populations. Participated in developing research design and data collection methods and prepared IRB applications.
- Developed and delivered study trainings, ensuring adherence to study protocols and IRB regulations. Delegated staff work assignments, providing guidance as needed.
- Established and maintained tracking systems to assure all recruitment and enrollment followed study protocols in a timely fashion and trained and supported others in utilizing these systems accurately and consistently.
- Coordinated data collection efforts through collaborating agencies and institutions. Directed quality assurance and data cleaning efforts of study databases.
- Monitored project budgets, prepared progress reports, and acted as a liaison between the project

team, research partners, study participants, and funding agencies.

- Wrote and edited technical reports and manuscripts for publication and/or presentations.

Nutrition Oregon Campaign Intern Oregon Health & Science University Moore Institute for Nutrition & Wellness

Portland, OR | January 2020 – September 2020

- Assisted campaign team with overall coordination of each regional campaign hub. Supported local advisory boards in aligning community health priorities and completed local needs assessments.
- Contributed to future grant proposals by writing case statements on the health effects of unstable housing, toxic stress, and food insecurity.

Research Integrity Intake Coordinator, Portland State University

Portland, OR | May 2019 – December 2020

- Performed initial review of IRB applications to determine readiness of human research protection program submissions. Assembled submissions in accordance with institutional guidelines and coordinated review and approval.
- Developed data standards for department tracking, compiled reports for the leadership team, and worked with the Research Integrity Director to improve protocol processing systems and forms.

Research Coordinator, Washington State University Partnerships for Native Health (P4NH)

Seattle, WA | September 2015 – June 2019

- Coordinated multiple NIH-funded public health research studies. Projects focused on culturally adapted behavioral interventions for hypertension in low resource settings across the US.
- Established timelines and goals for each project, monitored budgets and execution of subcontracts, and the development of all study documents including IRB applications.
- Led meetings and met with study teams to ensure project milestones were met on time. Continuously evaluated the success of the project and adjusted protocols accordingly.
- Trained and directed the work of off-site project staff, oversaw recruitment and data collection in clinical and community settings.
- Coordinated database management for the department. Developed and maintained RedCap databases across multiple research studies and implemented tracking and quality control of study data.

Research Coordinator, University of Washington Partnerships for Native Health

Seattle, WA | July 2013 – September 2015

- Developed protocol manuals for the implementation of randomized controlled trials, trained staff in their use, and monitored compliance and adherence to study procedures.
- Prepared presentation materials and coordination for outreach events.
- Provided support for grant submission processes including literature reviews and budget development.
- Assisted with transitioning NIH funding, IRBs, and project administration from UW to WSU in September 2015.

Program Assistant, Harborview Mental Health Services

Seattle, WA | June 2012 – June 2013

- Maintained accurate databases of clinical activities and patient information for mental health outpatient and psychiatric emergency services.
- Compiled reports, scheduled meetings for clinic staff, acted as back-up patient services specialist.
- Worked with department director on clinic improvement projects such as the refinement of patient care best practices.

Peer-Reviewed Publications

1. **Nelson, K.**, Jackson, A.M., Nguyen, C.J., *et al.* Food insecurity in urban American Indian and Alaska Native populations during the COVID-19 pandemic. *BMC Public Health* 24, 903 (2024). <https://doi.org/10.1186/s12889-024-18390-4>.
2. Vest, D., Anderson Steeves, E., Berrigan, D., Sharfman, A., **Nelson, K.**, Yaroch, A.L. The Influence of Social Determinants of Health and Structural Racism on Childhood Obesity. *Childhood Obesity*. Ahead of print (2023). <http://doi.org/10.1089/chi.2023.0101>.
3. Sinclair, K., Nguyen, C.J., Wetherill, M.S., **Nelson, K.**, Jackson, A.M., Taniguchi, T., Jernigan, C.B.B., Buchwald, D (2023). Native opportunities to stop hypertension: study protocol for a randomized controlled trial among urban American Indian and Alaskan Native adults with hypertension. *Front. Public Health*. 11:1117824 (2023). doi: 10.3389/fpubh.2023.1117824.
4. Nikolaus, C.J., Johnson, S., Benally, T., Maudrie, T., Henderson, A., **Nelson, K.**, Lane, T., Segrest, V., Ferguson, G.L., Buchwald, D., Jernigan, V.B.B., Sinclair, K.I. (2022). Food Insecurity Among American Indian and Alaska Native People: A Scoping Review to Inform Future Research and Policy Needs. *Advances in Nutrition*. (2022) doi: 10.1093/advances/nmac008.

Presentations

1. **Native Opportunities to Stop Hypertension (Speaker)**. Northwest Portland Tribal Area Conference. April 2018.