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[www.centerfornutrition.org](http://www.centerfornutrition.org)

[www.nutritionincentivehub.org](http://www.nutritionincentivehub.org)

**Education**

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**2016 MS-DI Saint Louis University**  
Department of Nutrition and Dietetics  
Combined MS-Dietetic Internship Program  
Concentration: Pediatric Nutrition

**2015 DPD Saint Louis University**  
Department of Nutrition and Dietetics  
Post-Baccalaureate Didactic Program in Dietetics

**2009 BA Saint Louis University**  
Major in Psychology, Minor in Spanish

**Professional Experience**

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**Senior Project Manager, Gretchen Swanson Center for Nutrition (GSCN)**  
Omaha, NE | December 2023 – Present

- Lead project management efforts to ensure projects are completed on time, within scope, and within budget. Provide tailored technical assistance and support to a variety of project sub-grantees and partners, helping ensure the projects achieve their goals.
  - Review contracts to ensure alignment with workplans and project plans.
  - Oversee project files including the creation, usage, organization, and archival of project folders and documents. Develop and manage project plans inclusive of project stages, tasks, assignments, and deadlines. Schedule, organize, and lead client and workteam meetings; develop agendas, document notes, and oversee action items.
  - Delegate tasks to workteam members; provide direction, guidance, and feedback as necessary. Oversee the IRB submission process by reviewing applications and providing feedback before submission. Support data collection by scheduling participant and site data collection meetings and, when necessary, collecting quantitative and qualitative data.
  - Direct the development of project deliverables by leading planning sessions, delegating assignments, writing report sections, developing deliverable drafts, reviewing branded deliverables, presenting deliverables to clients. Monitor Mavenlink on a regular basis to track project hours, budget, and timelines.
  - Facilitate project close-out procedures by participating in close-out meetings and documenting lessons learned and best practices.
  - Establish and build relationships with clients, by representing GSCN in larger partner calls, communities of practice, national conferences, and other meetings, as relevant.
  - In coordination with the Research Scientists, address client and sub-grantee questions in a timely and diplomatic manner.

## Professional Experience (Continued)

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**Senior Program Leader/Program & Operations Manager/Programs Analyst**, Whole Foods Market Foundation (formerly Whole Kids Foundation)  
Austin, TX | May 2018 – December 2023

- Lead grant administration and in-house grant programming; spearhead multiple foundational grant programs and act as subject matter expert on organizational policies and requirements. Manage Grant Specialist and two-four-person intern team. Support executive leadership by tracking revenue and program investments and overseeing data to communicate impact of grant programs. Provide tracking and reporting within grant management system and identify processes and timelines to boost productivity.
  - Oversee annual Garden Grant program, which receives 1,200-1,400 applications annually; program awards 500 grants each year, leveraging a budget of \$1.5M+; oversee three additional grant programs with budgets of up to \$225K
  - Leverage partnerships with other nonprofits and work with foundation to grant funds of up to \$170K annually
  - Reduced time of submission-to-review cycle in Garden Grant program by hiring and training 15-20-person grant reviewer team; manage and coach team to ensure deadlines are met
  - Create and maintain long-term relationships with diverse stakeholders across various business areas and create connections with annual grant partners who align with Whole Kids mission and vision
  - Provide support for foundation administration needs, including annual tax return, audit, & state filing procedures
  - Liaison with Whole Foods market accounting and other cross-functional teams to support foundation operations

**Registered Dietitian/Clinical Research Coordinator**, Washington University School of Medicine  
St. Louis, MO | April 2017 – May 2018

- Collaborated with 8-person research team to develop protocols, treatment materials, record-keeping systems, and progress reports for funding agency. Conferred with PI to assist in planning for research projects and analyzed research results. Liaised with community, local pediatric practices, & study participants; served as backup health coach for study.
  - Participated in NIH-funded, randomized control trial (held across four sites) studying a family-based treatment for children with overweight or obesity and their families
  - Improved methods and developed tailored recruitment materials and tracking systems to aid recruitment
  - Guided participant coaches on various nutrition topics such as meal planning and nutrition label literacy, assisting with content and providing support for participant families regarding health and wellness planning
  - Developed training protocol and materials used to hire/train all new staff

## Grants and Contracts – Current

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December 2023 - Present     **FNS: WIC Online Ordering Expansion Grants – United States Department of Agriculture (USDA), Food and Nutrition Services (FNS)**

- Develop and test a safe and secure plan for implementing online grocery ordering for participants of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).
- Role: Project Coordinator

## Symposium Planning Committees

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2018 – 2019            **Symposium Planning Co-Chair**, DCTX Annual Wellness Symposium. Austin, TX.  
2016 – 2017            **Symposium Planning Committee**, DCTX Annual Wellness Symposium. Austin, TX.

## Professional Associations

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### Board Memberships

2021 – Present            **Governance Board Member**, School Garden Support Organization (SGSO) Network

### Professional Association Membership

2016 – Present            **Member**, Academy of Nutrition and Dietetics (AND)  
2019 – 2020            **Newsletter Editor**, Dietitians of Central Texas (DCTX – formerly ATXRD)  
2018 – 2019            **Symposium Planning Co-Chair**, Dietitians of Central Texas (DCTX – formerly  
ATXRD)  
2017 – 2018            **Membership Chair**, Dietitians of Central Texas (DCTX – formerly ATXRD)  
2016 – 2017            **Symposium Planning Committee**, Dietitians of Central Texas (DCTX – formerly  
ATXRD)

## Professional Trainings

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2023                      Collaborative Institutional Training Initiative (CITI) Program – Group 3: Social &  
Behavioral Course

2017                      Certificate of Training in Child and Adolescent Weight Management  
Commision on Dietetic Registration & Academy of Nutrition and Dietetics | Memphis,  
TN

2014                      Collaborative Institutional Training Initiative (CITI) Program – Group 1: Biomedical  
Research Investigators and Key Personnel