MARIA ISABEL OLIVERA

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SUMMARY

In-depth understanding of public policy through both professional and educational projects. High level skills in project management and program analysis.

EDUCATION

MA   Queens College, CUNY   September 2020
Data Analytics and Applied Social Research
GPA: 3.97
Approved Thesis: "The Green Equalizer: Providing Financial Relief to New York Households by Promoting Environmental Sustainability"

MA   The Graduate Center, CUNY   December 2006
Public Policy
GPA: 3.47

BA   Queens College, CUNY   May 2003
Political Science
GPA: 3.83

EXPERIENCE

Fund For Public Health New York   New York, NY
Grants and Contracts Manager   September 2021 to Present

- Proactively monitor and manage a portfolio of federal, state, and city funded projects in partnership with the NYC Department of Health and Mental Hygiene (DOHMH) to ensure project goals are met.
- Collaborate with DOHMH on developing program design, timelines, and efficient implementation strategies.
- Interpret and apply federal, state, and city rules, regulations, and compliance requirements
- Provide training and technical assistance to DOHMH partners, vendors, and community organizations to build capacity.
- Advise DOHMH on sub-contract scopes of work and facilitate the execution of sub-contracts; ensure vendor selection method, price justifications, and deliverables are clearly stated and in line with the project objectives.
- Manage competitive bids and RFPs as needed.
- Monitor expense reports and spending rates to ensure that full budget potential is achieved and allocations aren't exceeded. Utilize budget analysis to address programmatic needs.

- Participate in issue resolution. Develop timely and sustainable remediation plans. Communicate necessary actions to all stakeholders.

Barry Commoner Center for Health and the Environment   Queens, NY
Clinical Coordinator/Research Assistant   January 2013 to March 2021

- Recruited and contracted health clinics to serve as project partners in the federally funded health screening program, the Workers Health Protection Program (WHPP)
- Recruited and scheduled former and current Department of Energy nuclear facility workers for free medical health screenings through WHPP.
- Responsible for designing, collecting and updating clinic credentialing and exam protocol databases for nearly 20 participating program clinics throughout the country.
- Oversaw and implementation program protocols amongst all participating program clinics and program staff.
- Designed, maintained, and distributed the WHPP administrative and clinical protocol manuals.

NYC Dept. of Human Resources   New York, NY
Program Assistant   October 2010 to December 2012

- Processed and forwarded public assistance applications for the Homebound Energy Assistance Program (HEAP)
- Designed and maintained databases for monthly and weekly quality assurance reports.
- Conducted data entry for the Energy Assistance Online database.

New York City College of Technology, CUNY,   Brooklyn, NY
Registration Auditor/Academic Adviser   August 2005 to September 2008

- Provided academic and career advisement to incoming freshman, transfer and readmit students.
- Served as a liaison between students, administrative officers, and department chairs in order to ensure proper course placement.
- Conducted audits on all registrations to ensure compliance with Federal, State, and departmental regulations.

PRESENTATIONS

AAPOR 74th Annual Conference, Toronto CA   May 2019
Poster Presentation: "Climate Change and the Urban Advantage: Differences in Investments in Environment Sustainability Projects between Urban and Rural Communities

International Conference on Sustainable Development, NYC   September 2019
Poster Presentation: "The Green Equalizer: Providing Financial Relief to New York Households by Promoting Environmental Sustainability"

4th Annual NYAAPOR Young Scholars Evening   April 2018
Poster Presentation: "Tear-Off Brochure Outreach vs. Letter Outreach: Comparing Response
Rates to Inform Survey Design

SKILLS

CSS, Excel, HTML, Intacct, Python, R, SAS, SharePoint, SPSS, Tableau, Teams

LANGUAGES

English and Spanish