

EDUCATION

University of Illinois at Urbana – Champaign | Bachelor of Arts in Liberal Arts and Sciences

EXPERIENCE

The Bizzell Group, LLC / FM Talent Source

January 2017 – Present

Senior Advisor – Early Childhood Development

Washington, DC

Contracted consultant to the Office of Head Start’s (OHS) Director’s Office and the Policy, Oversight, and Planning Division, responsible for the coordination and development of broad strategies, work plans, various key initiatives, and special projects while tracking priorities to accomplish established OHS goals.

- Lead on the comprehensive criminal background check requirement published in the 2016 Head Start Program Performance Standards and key liaison to the Office of Child Care on coordination efforts, as well as key point of contact for regional program managers, regional office staff, and Head Start state collaboration directors on the implementation of and coordination with state early childhood offices, state licensing offices, and state law enforcement offices as required across the U.S. due to the variation of laws and implementation capabilities;
- Lead on correspondence to key stakeholders and Members of Congress, providing responses to inquiries and coordinating such information as guidance and technical assistance as requested;
- Managing relationship and collaboration efforts with the Office of Community Service, providing expertise on behalf of OHS on the coordination of information for Community Action Agencies with Head Start grants;
- Responsible for planning, designing, and overseeing several key OHS central office events and presentations (e.g. Site Leader Institute, 2017 Disaster Recovery Conference, six week COVID-19 planning webinar series);
- Managing the development, planning, and rollout of an eight-part facilities training module initiative;
- Part of team researching and tracking state legislation related to eligibility requirements and potential issues impacting early childhood and Head Start programs;
- Advise on the development of plans to prepare and track priorities to achieve goals aimed at improving early childhood programs (e.g. monitoring systems, evaluating data from programs impacted by natural disasters); and
- Responsible for building consensus across Head Start divisions to effectively negotiate and reconcile conflicting interests and points of view on various time sensitive matters, such as new policy positions and project plans.

U.S. Department of Health and Human Services

April 2013 – January 2017

Administration for Children and Families

August 2015 – January 2017

Senior Advisor – Office of Deputy Assistant Secretary for Early Childhood Development

Washington, DC

Member of senior leadership team responsible for the development, analysis, and coordination of core early childhood development initiatives, regulations, and policies (e.g.: Child Care and Development Block Grant Reauthorization, Head Start Program Performance Standards, Early Head Start – Child Care Partnerships).

- Coordinated with state-level early childhood policy staff on the interpretation and implementation of federal-level early childhood regulations and policies while also reviewing proposed state-level legislation related to early childhood that may have impacted federal-level early childhood programs – provided technical assistance and identified areas having budget implications;
- Ensured quality control and compliance in the development of early childhood public outreach strategy (including web and media presence), with broad applicability and access of resources, rollout of early childhood program announcements, policy initiatives, and various early childhood state-by-state profiles (e.g. early childhood homelessness state profiles, combating chronic absenteeism);
- Led correspondence and inquiry responses to states and territories, Members of Congress, White House Domestic Policy Council, HHS Secretary’s senior leadership, and managed stakeholder relationships;
- Drafted early childhood-related briefing memos, position papers, and policy documents for the ACF Assistant Secretary, HHS Secretary, and HHS Deputy Secretary on policy initiatives, regulations, report releases, events, and site visits; and
- Briefed the deputy assistant secretary on policy background, legislative language, relevant political landscape, current events and media coverage, interpretation of policies and latest research before travel, meetings, and events.

Centers for Medicare and Medicaid*Senior Advisor – Office of Communications*

October 2014 – August 2015

Washington, DC

Member of senior leadership team responsible for the coordination and implementation of core initiatives (e.g.: ACA enrollment and education of Coverage to Care program) while providing expert advice and oversight of policy issuance, development, and implementation of the Affordable Care Act (ACA) Marketplace, Medicare, and Medicaid programs.

- Advised on strategic marketing campaigns intended to reach families, children, and individuals on programming and resources available to them through the ACA, Medicaid Expansion, CHIP, and Delivery System Reform;
- Coordinated and developed communication plans, talking points, and media strategy with group directors;
- Cultivated partnerships and outreach methods highlighting key programs and agency services through initiatives like the Fiftieth Anniversary of Medicaid and Medicare campaign.

Immediate Office of the Secretary*Director – Scheduling and Advance*

April 2013 – September 2014

Washington, DC

Developed, executed, and managed Cabinet Secretary's day-to-day interaction with a wide network of elected officials, internal and external stakeholders, and local government agencies, including various Cabinet member and White House requests, while balancing competing agency and administration priorities (e.g.: Head Start, My Brother's Keeper, re-entry programs) during the first year of implementation of the ACA.

- Managed the Department of Scheduling and Advance, including the department budget, operations, and staff PMAPs;
- Managed strategic travel and aided in the overall outreach strategy to support the successful implementation of the ACA;
- Identified opportunities to collaborate on cross-program, agency-wide initiatives the Secretary could amplify;
- Evaluated briefing materials for the Secretary, ensuring content clearly defined the goals and objectives of the meeting while providing the appropriate points to achieve said goals;
- Provided feedback of HHS policy rollout announcements and implementation of new initiatives; and
- Co-led the transition between Secretaries with the Office of the Chief of Staff and Office of the Deputy Secretary.

2013 Presidential Inaugural Committee*Associate Director, Director of Operations – Office of Public Engagement (OPE)*

December 2012 – February 2013

Washington, DC

Represented the OPE within the Committee on cross-departmental projects, including logistics and coordination of ticketing, transportation, and access for community and issue-specific advocacy group stakeholders and guests.

- Responsible for supervision of the OPE team, including the hiring and on-boarding of members;
- Coordinated the emergency evacuation plan for day-of events and days leading up to the Inauguration and galas with the transportation team, Secret Service, Department of Homeland Security, and Capitol Police; and
- Managed the security clearance, access, and badging process with Secret Service, Capitol Police, and other agencies.

Obama for America Headquarters*National Regional Director – Special Projects for Great Lakes, Mid-Atlantic and Northeast*

July 2012 – November 2012

Chicago, IL

Served as the proxy for the national regional director overseeing the coordination and management of strategic plan for the Great Lakes, Mid-Atlantic and Northeast region.

- Identified obstacles and potential barriers to effectively negotiate, build consensus, and reconcile conflicting interests and priorities across departments on time sensitive matters, such as the appropriate use of principal time;
- Assigned and oversaw the completion of team projects and duties while managing the coordination of competing interests between political, press, development, and field divisions; and
- Facilitated regional responsibilities of all campaign travel by the President, Vice President, First Lady, and Second Lady across five battleground states, collaborating with leadership in each location to achieve campaign goals.

Chicago NATO Host Committee*Director of Outreach*

December 2011 – June 2012

Chicago, IL

Member of the senior leadership team that coordinated with the executive director and press secretary to assist in the development and implementation of communication plans, media strategy, and community outreach events, including

managing a women's leadership summit, young professionals' leadership summit, and the "Youth Athletic Crossroads" event on behalf of the City of Chicago.

- Served as the Host Committee's liaison to the Chicago City Council, Cook County Board of Commissioners, Chicago Consular Corps, and community stakeholder groups providing keynote remarks and briefings leading up to the Summit; and
- Aided Host Committee interaction with over sixty visiting international delegations, including communication between NATO, White House, U.S. Department of State, U.S. Department of Defense, State of Illinois, and the City of Chicago.

Office of the President of the Cook County Board of Commissioners

December 2010 – December 2011

Director, Scheduling and Advance to the President

Chicago, IL

Member of the senior leadership team responsible for the coordination, development, and implementation of the Cook County Board President's outreach strategy and interaction with constituents, elected officials, grassroots and grassroots stakeholders, including travel within the nation's largest county.

- Strategized and developed a plan to support the re-branding of the County Board President's Office as part of a first term priority, including the establishment of new relationships countywide; and
- Prioritized the coordination of outreach to underserved and minority constituency groups through the development and coordination of roundtables, listening sessions, conference calls, speaking engagements, proclamations, letters, and phone calls.

Ryan Specialty Group

February 2010 – November 2010

Operations Manager

Chicago, IL

Advised and implemented various operational activities of recently incorporated specialty insurance start-up company.

- Created office operation protocols, reporting structure from sister company to headquarters, and on-boarding process for headquarters and sister companies (*such as the extension of offer letters, accepting, hiring, and on-boarding seventy-eight employees on first day of acquisition*);
- Coordinated and managed the state licensing program for employees and all newly incorporated and acquired companies across all fifty states;
- Assisted in the acquisition of MGUs and the incorporation of a global insurance wholesale brokerage firm; and
- Established relationships with retail agencies and insurance companies to generate and strengthen network.

Chicago 2016 Committee (Olympic Bid Committee)

January 2009 – November 2009

Community Relations and Outreach Coordinator

Chicago, IL

Supported the U.S. domestic campaign efforts to bring the Olympic and Paralympic Games to Chicago in 2016.

- Coordinated and managed Bid Committee relationships with federal, state, and local elected officials, agencies, and stakeholders through outreach and education programs, public events, and private briefings.

World Health Services and Products, Inc.

June 2003 – January 2009

Director of Operations – WHSP Consumer Care and WHSP Patient Care

Chicago, IL

Managed a team of seventeen domestic and seven international members at health care start-up that exported U.S. made health products and provided telemedicine services to the Middle East.

- Effectively negotiated purchasing and sales contracts with manufacturers and distributors across multiple states;
- Developed and managed WHSP Patient Care arm for the underserved in need of specialized care;
- Created and managed on-boarding process for each office location; and
- Led the development of company objectives and marketing materials to investors, clients, and government officials.

REFERENCES

Available Upon Request