# **HHS.gov Leadership Bio**

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| **Field Title** | **Required** | **Content and Metadata** |
| Prefix |  | *Enter any honorifics that should precede the person’s name, such as Dr.* |
| First Name | X |  |
| Middle Name  or Middle Initial |  |  |
| Last Name | X |  |
| Degrees |  | *Enter any honorifics that should follow the last name, such as M.D., Ph.D., MPH, etc.* |
| Job Title | X | *Enter more than one job title if needed.* |
| Operating Division, Staff Division, or Region | X | *The Operating Division, Staff Division, or Region with which this individual is associated.* |
| Abridged Biography | X | *Enter a short version of the biography, approximately 2-5 sentences.* |
| Quote |  | *Enter a short quote (1 sentence) by this official. It will be shown at the top of their biography page.* |
| Email Address |  | *If provided, the email address is shown on the biography page.* |
| Phone Number |  | *If provided, the phone number is shown on the biography page.* |
| Portrait | X | *Portraits must be 180px (width) x 225px (height).*  *If a portrait is not available, indicate if the male or female placeholder image (silhouette) should be used.* |
| Last Reviewed | X | *The date this biography was most recently reviewed and/or updated.* |
| Created By | X | *The office responsible for maintaining this content on HHS.gov.* |

***Below, please enter the full biography and insert any hyperlinks where you would like them to appear on the live site.***