

LISA MAY

PROJECT MANAGER

February 13, 2017

Dr. John McConnell
Director, Center for Health Systems Effectiveness
Oregon Health & Science University
3181 SW Sam Jackson Park Road
Mail Code: MDYCHSE
Portland, Oregon 97239-3098

Dear Dr. McConnell,

I am writing to express my interest in position IRC56750, Senior Project Manager for the Center for Health Systems Effectiveness. I am completing my PhD in Neuroscience at the University of Oregon in April. The opportunity to manage the Washington state all-payer claims database project with its diverse stakeholders and clear public health impact matches my career goal of extending my project management skills to contexts beyond the academic research environment. I also appreciate the opportunity to relocate from Eugene to Portland and join the OHSU community.

My experience managing research projects at the University of Oregon has prepared me to lead a project of the scope of the WA-APCD. For my dissertation work, I designed and directed a 5-year, double blind, randomized crossover study investigating the role of endogenous opioid in meditation analgesia. This project utilized multiple sites (one on the University of Oregon campus and one at a private pain management clinic) and multiple teams (undergraduate research assistants on campus and medical staff at the clinic) as well as invasive medical procedures and a challenging community population. As director of this project I utilized all of the **project management skills** needed to successfully complete a complex project: directed workflow across teams and sites; planned, executed, and monitored study timelines; monitored compliance, research progress and adherence to procedures; managed grant budgets, vendor selection and procurement; and mitigated risk through quality monitoring and contingency planning. I did all this while concurrently managing other research projects and a substantial teaching load. I am proficient at various project management software tools and have a keen interest in how these tools can increase efficiency and communication by optimizing workflow.

I have the highly developed **oral and written communication skills** that are important to the

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WA-APCD project success. I enjoy presenting to peers at scientific conferences and love the challenge of communicating complex scientific concepts to non-expert audiences at science outreach events and when teaching Biology courses to non-major undergraduates. I have written two successful grant applications and have extensive experience writing and editing scientific manuscripts. I honed my visual communication skills, including proficiency in **InDesign** and other graphic design tools, when working in public relationships at a non-profit hospice.

Another important aspect of successfully managing the WA-APCD project will be **team leadership**. During my time at the University of Oregon, I have had many opportunities to develop my team leadership skills. When supervising undergraduate research assistants, I have evaluated job performance, recognized and developed their skills, and provided training. I have also recently taken on a peer-leadership role. My advisor has had reduced availability due to family leave for fall 2016 and sabbatical for winter 2017. In my position as lab manager, I have provided leadership for our group of eight graduate students in his absence. I have implemented a new weekly meeting format for improved communication and productivity, managed aspects of graduate recruitment, and developed the consensus needed to implement version control.

I want to quickly give you an overview of other essential skills. I routinely use programming languages to create data analysis tools and manage large **databases**. I have **web/communications** experience and some knowledge of **health plans** through my work at Hospice of Spokane, and I can quickly increase my knowledge based on my experience with scientific literature reviews. In my role as a field investigator for the Washington Environmental Biomonitoring Survey, I **travelled widely across Washington state**. This unique combination of experiences positions me to successfully manage the various aspects of the WA-APCD project. I am excited about this position because of the opportunity to expand my project management skills and gain expertise in the adjacent, but new area of public health. I welcome the opportunity to talk more about my interest in the WA-APCD project and how I can be an asset as project manager

Sincerely,

