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 data 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 NY   New York, NY
Special Projects Manager   2021 to Present

- Manage and coordinate a portfolio of City, Federal, and Covid-19 Emergency grant funded DOHMH NYC projects.
- Responsible for drafting and managing contracts between DOHMH NYC and project vendors.
- Serve as a point-person and monitor all project-related activities including hiring and purchases.
- Review and approve project proposals, budgets and invoices.

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

- Recruited and scheduled former and current Department of Energy nuclear facility workers for free medical health screenings through the Workers Health Protection Program (WHPP).
- Responsible for designing, collecting and updating clinic credentialing and exam protocol databases for nearly 20 participating program clinics throughout the country.
- Oversaw and coordinated the implementation of updated 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   2010 to 2012
- Processed and forwarded public assistance applications for the Homebound Energy Assistance Program (HEAP)
- Designed and maintained databases for monthly and weekly program 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   2005 to 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

DATA ANALYTICS SKILLS
CSS, Excel, HTML, Python, R, SAS, SPSS, Tableau

LANGUAGES
English and Spanish