Maria Isabel Olivera

[MOlivera@greendata\_analytics.com](mailto:MOlivera@greendata_analytics.com)

www.GreenData-Analytics.com

# 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