

AISHA BUTT

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1459 MacArthur Blvd
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EDUCATION

Master of Public Health in Community Health Touro University California
Bachelor of Arts in Molecular and Cellular Biology University of California, Berkeley

PUBLIC HEALTH EXPERIENCE

Kaiser Permanente - Division of Research

Current

Biostatistical Consulting Unit Research Associate III

- *Project and budget management:*
 - Serve as project manager for multiple small scale research projects.
 - Assist in managing over one million dollars in grant funding for individual and team-wide budgets.
 - Create and implement complex budget tracking spreadsheets, databases, and time allocation tools utilizing Microsoft Excel.
 - Provide administrative support in development, research, and implementation of study criteria for several different clinical research studies, simultaneously.
 - Mediate between researchers, the Institutional Review Board, and grant funding organizations to ensure all projects meet internal and external compliance criteria.
- *Research:*
 - Assist community benefit grant recipients and Kaiser Residents/Fellows conduct research studies by interfacing with the Institutional Review Board to submit applications and modifications.
 - Create and implement data collection, data analysis, and data interpretation tools.
 - Assist in development of presentations, scientific manuscripts, and dissemination of information.
 - Oversee quality assurance and ensure project milestones are met by determined deadlines.

Tri-City Health Center

2015 - 2016

Behavioral Health Care Integration Coordinator

- *Patient support, panel management, and integration:*
 - Worked collaboratively to ensure the integration of behavioral health and primary care using a team-based care approach.
 - Conducted warm connections in the primary care setting to provide short-term interventions, risk assessments, and psychosocial case management services.
- *Quality:*
 - Created, analyzed, interpreted, and presented data aimed at reviewing trends in case management, referral tracking, and patient experience geared towards operational improvement.
 - Organized and facilitated the development, implementation, and evaluation of quality improvement activities.
 - Managed and triaged all in-house behavioral health referrals, tracked outcomes of internal and external referrals, provided assistance when patients and/or providers encountered barriers in care.
- *Training:*
 - Served as lead BHIC to provide ongoing training, onboarding, and coaching for new BHICs and behavioral health clinicians on patient care coordination, case management, EHR systems, patient tracking, and community resources.
 - Created BHIC training manual and EHR training materials for onboarding of new coordinators and clinicians.
 - Provided county-wide BHIC training for new hires in Alameda County.

Alameda County Department of Public Health - Women, Infants, and Children (WIC) Program

2014 – 2015

Public Health Intern

- *Program planning, development, and implementation:*
 - In collaboration with Alameda County FQHCs, developed and implemented a Prenatal Breastfeeding Education Pilot program focused on enabling community clinics to provide consistent and effective breastfeeding education and support to all mothers for optimal infant nutrition and development.

- In collaboration with Alta Bates Hospital, developed and implemented a Patient Navigator, aimed at training volunteers to serve as breastfeeding education liaisons of the WIC Program.
- Responsibilities included: program planning, program development, program implementation, data collection, data analysis, health policy research, deliverable development, community engagement, and develop of manuscripts and presentations.
- *Training:*
 - Trained new interns in program planning and development, data collection and analysis, and community engagement for continuation of pilot programs.

SHE Project, Women's Daytime Drop-in Center

2014

Health Education Intern

- Provided sexual and reproductive health education and HIV prevention information to the homeless and low income women in the Berkeley area by leading weekly discussion groups at different shelters in the community.

RESEARCH EXPERIENCE

Petaluma Health Center – P.L.A.Y Program

2014

PH 647 Program Evaluator

- Touro University PH 647 collaboration with Petaluma Health Center: conducted an outcome evaluation of the Petaluma Loves Active Youth (P.L.A.Y) program to assess the success of the program and attempt to identify areas for improvement. Created logic models, surveys, data analysis plans, and dissemination plans to inform program representatives and instructors whether their program was successful in achieving intended goals.

Global Health Department, Touro University

2014

Literature Research Assistant

- Assisted Dr. Eiman Mahmoud with research and literature reviews on projects and interventions focusing on cervical cancer in sub-Saharan Africa. Conducted background research for creating a similar pilot program in Ethiopia.

Robey Lab, UC Berkeley

2010 – 2013

Research Assistant

- Studied immune response to infection by *Toxoplasma gondii*. Techniques utilized: mouse handling, bleeding, tail cutting, tagging, weaning, immunostaining, euthanasia, cryostat, microscopy, microtome, tissue processing, PCR, flow cytometry, FACS, and sectioning.

VOLUNTEER ACTIVITIES

Touro University Public Health Club

2013 – 2014

Director of Administration

- Coordinated meetings and events; facilitated communication and collaboration between public health students, board members and faculty; and served as point of contact for the organization.

Health and Medical Apprenticeship Program (HMAP)

2012 – 2013

Program Coordinator

- Managed and oversaw budgeting of \$10,000 dollars for HMAP and its subprograms (Field Study and Health Service Internships, and Public Health 116). Coordinated two semesters of course lectures and discussion sections for 600 UCB students and organized events and trainings. Oversaw two internship programs and their external affiliations (one for shadowing physicians and one for public health internships).

HMAP Public Health 116: Social, Political, and Ethical Issues in Health and Medicine

2010 – 2012

Teaching Assistant and Assistant Coordinator

- Served as Teaching Assistant for a class of 600 UC Berkeley undergraduates and taught a separate discussion of 35 students. Served as Assistant Coordinator in charge of writing and editing homework questions, collecting weekly homework assignments and troubleshooting for a class of 600.

Alta Bates Summit Medical Center

2009 – 2013

Volunteer

- Assisted hospital operations in the Family Care Center and transportation department. Assisted volunteer coordinator with volunteer orientations and in managing the volunteer department.

Downey Regional Medical Center

2005 - 2009

Volunteer

- Information desk receptionist and emergency room volunteer. Assisted volunteer coordinator with orientations and on-boarding of new volunteers.

ADDITIONAL SKILLS

Computing: MS Word, MS Excel, MS Publisher, MS PowerPoint, NextGen, HealthConnect, and i2i Tracks.

Languages: English (native speaker), Urdu (fluent), Hindi (fluent), and Spanish (working knowledge).