

# Caleigh Han-Schlegel

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## QUALIFICATIONS SUMMARY

Detail-oriented and adaptable administrative professional with experience in data analysis, administrative operations, and process improvement. Adept at managing multiple projects, cross-functional collaboration, and maximizing available resources to drive efficiency. Skilled in research, analysis, and strategic planning to support program implementation and evaluation.

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## SKILLS

- Project Management & Process Improvement
- Policy Development & Compliance
- Data Analysis & Performance Evaluation
- Stakeholder & Community Engagement
- Budget Management
- Multidisciplinary Teamwork
- Vietnamese language proficiency
- Microsoft Office (Excel, PowerPoint, Outlook, Word, Teams)

## EXPERIENCE

### Partnership for Ontario County - Canandaigua, NY

January 2025 - Present

#### *Veterans Coalition Assistant Intern*

- Managed multiple projects by coordinating community partner and stakeholder meetings to gather insights for program sustainability.
- Conducted research and analysis to develop a strategic public health framework supporting substance misuse initiatives.
- Analyzed key public health data to streamline community support services.

### Alzheimer's Association - Rochester, NY

June 2024 - September 2024 *Public*

#### *Health Intern*

- Researched, analyzed, and interpreted data trends to evaluate efficacy of caregiver support and community education programs.
- Developed 4 Alzheimer's disease health education videos and digital outreach content to increase community engagement.
- Presented research findings and recommendations to leadership for program improvements and policy updates.

### Center for Medical Imaging - Portland, OR

June 2021 - June 2023

#### *Patient Relations Specialist*

- Facilitated cross-functional communication among 3 major hospital systems and provider networks to enhance service coordination.
- Utilized Epic systems to process patient referrals and scheduled appointments for 40 to 50 patients daily, ensuring seamless coordination of care.
- Led workflow optimization efforts and trained 5 new employees on operational procedures and software applications.

### Providence - St. Jude Wellness Center - Brea, CA

January 2021 - May 2021

#### *Health Education Intern*

- Assisted in implementing program initiatives focused on chronic disease management and community outreach.
- Conducted data analysis and research to support strategic program planning and resource allocation.
- Created educational materials for program development and stakeholder engagement.

### Acuity Behavior Solutions - Orange, CA

August 2019 - December 2019

#### *Behavior Interventionist*

- Implemented Applied Behavioral Analysis for 4 clients on a one-on-one basis.
- Collaborated with Board Certified Behavior Analysts and multidisciplinary care team to create personalized care plans for clients.

## **EDUCATION**

### **Oregon State University - Corvallis, OR**

September 2023 - Present

Master of Public Health

GPA: 4.0

### **California State University Fullerton - Fullerton, CA**

August 2017 - May 2021

Bachelor of Science in Health Sciences

GPA: 3.89, *Magna Cum Laude*

## **COMMUNITY INVOLVEMENT**

### **Public Health Graduate Student Association - Oregon State University**

September 2024 - Present

*Member*

- Develop outreach materials to promote campus resources and public health initiatives.
- Participate in task force initiatives to improve student access to essential services.

### **Alzheimer's Association - Rochester, NY**

July 2023 - Present

*Health Education Volunteer*

- Led community discussions and develop strategies to enhance public engagement with health programs.

### **California State University, Fullerton - Fullerton, CA**

August 2019 - May 2021

*Peer Mentor*

- Provided advisory and consultation services to students, facilitating their academic and professional growth.
- Collaborated with mentors and program supervisors to plan and execute student engagement events.

### **Providence - St. Jude Medical Center - Brea, CA**

January 2018 - May 2018

*Orthopedic Ward Volunteer*

- Assisted in operational tasks to support efficiency in patient care.
- Engaged with patients to provide guidance on available resources and care coordination.