

Carolina Montes Garcia

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EXPERIENCE

- April 2021-Present **Project Manager, Center for Environmental Health and Justice in Northern Manhattan (CEHJNM), Columbia University Mailman School of Public Health Department of Environmental Health Sciences**
- Responsible for planning and organizing quarterly Center meetings, monthly seminar series, monthly Executive Committee meetings, an annual Center Retreat, External Advisory Meetings, and other related Center events, workshops, community forums, joint community events, and mentoring activities. Broadcast event announcements and prepare presentation materials, agendas, and minutes for all meetings.
 - Collaboratively prepare Center grant proposal, progress reports, carryover letters, and human subjects' packages for pilot proposals.
 - Serve as the administrative liaison to the Center's Community Engagement Core (CEC) and work with co-directors to initiate, maintain, and oversee collaborations between the Center and its community partners.
 - Prepare and disseminate biannual calls for pilot projects. Contact reviewers and track responses that are presented to the Executive Committee for final grant decisions.
 - Develop content and branding materials for monthly Mailchimp newsletters that highlight member achievements, translate Center research findings to the community, and distribute funding opportunities. Inform the funding agency of Center events, major research findings, CEC activities, and member media coverage.
 - Maintain and update the content of Center website, YouTube Channel and Twitter page.
 - Prepare progress reports for T32 Joint Training Grant managed by the Environmental Health Sciences department.
 - Supervise CEC student(s) interns.
- September 2021-Present **Volunteer, Kleiman Lab, Columbia University Mailman School of Public Health Department of Environmental Health Sciences**
- Assist with off site blood draws for a study investigating how the expression of certain genes and/or immunologic factors may change after exposure to infectious agents like viruses (e.g., SARS-CoV-2).
 - Create a REDCap database for longitudinal data collection. Recode and transition previously collected data from a Qualtrics database to new data collection system.
 - Collaboratively conduct data quality checks and assist in the development of a long covid symptoms questionnaire.
- December 2019-April 2021 **Program Manager, Clinic for Aging, Anxiety, and Mood Disorders New York State Psychiatric Institute at the Columbia University Irving Medical Center**
- During COVID-19 pandemic (Starting March 13th, 2020):
 - Developed and implemented work-from-home infrastructure, facilitating staff access to necessary resources that could not be moved from the office, thus maintaining ongoing patient care.
 - Educated team on approved institutional software and cloud services that abide by PHI and HIPAA standards. Ensured adherence.
 - Virtually on-boarded three new research assistants. Planned training through virtual platforms to ensure seamless transition into office work.
 - Developed three REDCap databases in the span of one week to initiate data collection for COVID-19 specific addendum projects looking at the effects of social isolation on depression and PTSD.
 - Prepared and submitted plans to the IRB for all clinical research trials following the 25% restart guidelines set in place by the institute.

- Coordinated with heads of CUIMC Statistical Analysis Center and Nathan S. Klein Institute Department of Information Sciences to create and maintain databases for ongoing research studies.
- Developed SOP for biospecimen collection and storage for all studies in accordance with lab specifications. Executed material transfer agreements and data user agreements for biospecimen shipping. Shipped biospecimen to various labs for analyses.
- Independently generated, coded, and delivered data reports for active and non-active research studies to share with collaborators and statisticians at partnering institutions. Took part in manuscript editing and writing for publication.
- Developed the foundation for all new research studies including: initial IRB submission, ICF and source document creation, database creation, initiation of patient recruitment, and RA hiring/training.
- Collaboratively maintained regulatory binders, clinical charts, SOP's, MOP's, and the development of source documents that adhered to FDA and/or NIMH standards.
- Developed, updated, and implemented policies and workflows that improved data quality, patient care, and team research goals, while monitoring outcomes. Implemented bi-annual staff feedback sessions.
- Translated study assessments into Spanish, when appropriate.

December 2018-
November 2019

**Community Outreach and Recruitment Manager, *Clinic for Aging, Anxiety, and Mood Disorders*
New York State Psychiatric Institute at the Columbia University Irving Medical Center**

- Formed and fostered relationships with clinicians and non-profit organizations to promote education and reduce stigma surrounding mental health in minority communities.
- Composed and delivered bilingual presentations at community based senior centers and Naturally Occurring Retirement Communities (NORCs) regarding geriatric depression and its treatment options.
- Created all recruitment materials and managed all recruitment methods for the clinic (i.e., Facebooks ads, newspaper ads, radio ads, brochures, flyers, email blast campaigns, online recruitment websites, etc.)
- Managed the creation of a clinic wide evaluation database and digital administration interface to streamline data collection. This database facilitates the generation of consort diagrams and recruitment reports.
- Planned and organized the 2019 Stakeholder Advisory Board Meeting for the Patient-Centered Outcomes Research Institute (PCORI) funded OPTIMUM study, hosted by the NYC site for over 50 guests.
- Interviewed, on-boarded, and delegated timely training of new research assistants and volunteers.

November 2016-
November 2018

**Research Coordinator, *Clinic for Aging, Anxiety, and Mood Disorders*
New York State Psychiatric Institute at the Columbia University Irving Medical Center**

- Managed all study procedures for OPTIMUM, a Patient-Centered Outcomes Research Institute (PCORI) funded multisite, longitudinal clinical research trial for treatment-resistant depression in adults over 60 – recruited 23% of the 300 participant goal for the New York City site.
- Created recruitment material, led recruitment efforts, screened potential participants, coordinated fMRI scans, served as point of contact between patients and doctors, and managed weekly multisite coordinator calls.
- Pre-screened, interviewed, and trained new research assistants and volunteers on all study procedures
- Administered neuropsychological assessments and clinical interviews in English and Spanish, while serving as the sole interpreter for all medical staff within the clinic.

- Communicated patients' treatment plans and depression rating scores to social workers, primary care doctors, and psychiatrists in eight partner community clinics on a weekly basis to help inform treatment plans.
- Composed IRB submissions, amendments, reporting of adverse events, Applications for Continuation of Approval of Research (ACARs), and internal audits of the study.
- Oversaw cash accounts and payouts for seven discrete study grants.

June 2016-June 2017

Research Coordinator, *NSF Funded Research Experience for Undergraduates (REU), Baruch College*

- Led bi-weekly meetings for undergraduates regarding graduate school prep and lab dynamics.
- Organized all educational activities, including guest lecturers, workshops, and poster presentation feedback sessions.
- Managed student stipend distribution and travel expenses/reimbursements.
- Coordinated the yearly REU Conference where fellows presented their research to the community.

September 2014-July 2016

Lab Manager, *Everyday Problem-Solving Lab, Baruch College*

- Recipient of the Research Experience for Undergraduates fellowship during first year in the lab.
- Delegated tasks and projects to nine research assistants across three ongoing studies.
- Developed the experimental design and protocol for a study in which participants reported obstacles to exercise and underwent introspective mindfulness techniques; coded data for statistical analyses.
- Junior Editor and inaugural supervisor for a peer-reviewed, undergraduate psychology research journal (UP Scholars).

January 2016-May 2016

Research Assistant, *Ferrera Lab, Columbia University Irving Medical Center*

- As part of a semester long independent study seminar, administered behavioral assessments to four rhesus macaques once a week for 2-3 hour periods. The main focus of the independent study seminar was to study how nonhuman primates acquire ordinal representations of serial item lists. This learning mechanism has long been attributed to the capacity for transitive inference (TI), a form of inferential reasoning.
- Followed strict protective personnel equipment (PPE) guidelines to prevent injury or contamination.
- Underwent extensive online (RASCAL) and in person training for the humane treatment of animals (IACUC).
- Responsible for setting up a tablet apparatus beside the animals' cages, monitoring successful completion of the tasks, and rewarding subjects with fruit and water.
- Ensured that the day's data were properly encoded in R and tracked the animal's water intake for the day.

September 2013-August 2014

Professional Tutor, *Cerullo Learning Assistance Center, Bergen Community College*

- Instructed students during 50-minute appointments.
- Designated to coach students with cognitive and/or physical disabilities on a permanent, weekly basis
- Provided individualized teaching approaches for students of varying abilities.
- Subjects: Psychology, Women's Sociology, Statistics, Probability & Discrete Mathematics, History, Introductory Chemistry, Literature, Composition, and Speech Communications.

EDUCATION

May 2016 Bachelor of Arts in Psychology, School of General Studies, *Columbia University*

December 2013 Associate of Arts, *Bergen Community College*, Phi Theta Kappa

CERTIFICATIONS

September 2020 *Biostatistics Course*, University of San Diego Extension

September 2020 *The Health Effects of Climate Change*, Harvard EdX

SKILLS

- Language: Native fluency in written and spoken Spanish and English.
- Data: Microsoft 365, G Suite, Qualtrics, E-Prime, REDCap, Photoshop, R, and SPSS.
- Neuropsychological testing: RBANS, DKEFS, MoCA, NIH EXAMINER, NIH Toolbox, and CDR.
- Advertising/Communications: Facebook, Spotify, Google Ads, Craigslist, ResearchMatch, RecruitMe, radio, newspaper, Canva, and MailChimp.

VOLUNTEER WORK

- Translated Housing Assistance Program application documents from English to Spanish for the Minnesota based Amherst H. Wilder Foundation during the COVID-19 pandemic.
- Delivered groceries to socially isolated older adults in Teaneck, NJ during COVID-19 pandemic using the Umbrella app.
- As part of service learning at the Bergen Community College Honors Program, developed weekly activities with students on the autism spectrum to help them integrate into the college lifestyle.
- Note taker for hearing impaired students at Bergen Community College.

PUBLICATIONS

Brown, P.J., Ciarleglio, A., Roose, S.P., **Montes Garcia, C.**, Chung, S., Alvarez, J., Stein, A., Gomez, S., Rutherford, B.R. (December 2020). Frailty worsens antidepressant treatment outcomes in late life depression. In Press, *The American Journal of Geriatric Psychiatry*. <https://doi.org/10.1016/j.jagp.2020.12.024>

Rutherford, B.R., Choi, C.J., Chrisanthopoulos, M., Salzman, C., Zhu, C., **Montes-Garcia, C.**, Liu, Y., Brown, P.J., Yehuda, R., Flory, J., Neria, Y., Roose, S.P. (September 2020). The COVID-19 pandemic as a traumatic stressor: Mental health responses of older adults with chronic PTSD. In Press, *The American Journal of Geriatric Psychiatry*. <https://doi.org/10.1016/j.jagp.2020.10.010>

Cristancho, P., Lenard, E., Lenze, E.J., Miller, J.P., Brown, P.J., Roose, S.P., **Montes Garcia, C.**, Blumberger, D.M., Mulsant, B.H., Laverstky, H., Rollman, B.L., Reynolds, C.F., Karp, J.F. (October 2019). Optimizing outcomes of treatment-resistant depression in older adults (OPTIMUM): Study design and treatment characteristics of the first 396 participants randomized. *The American Journal of Geriatric Psychiatry*, 27(10), 1138-1152. <https://doi.org/10.1016/j.jagp.2019.04.005>

Brown, P.J., Brennan, N., Ciarleglio, A., Chen, C., **Montes Garcia, C.**, Gomez, S., Roose, S.P., Rutherford, B.R., Simonsick, E.M., Spencer, R.G., Ferruci, L. (September 2019). Declining Skeletal Muscle Mitochondrial Function Associated with Increased Risk of Depression in Later Life. *The American Journal of Geriatric Psychiatry*, 27 (9), 963-971. <https://doi.org/10.1016/j.jagp.2019.03.022>

Artistico, D., Cervone, D., **Montes Garcia, C.** (February 2019). My Problems Are Solvable: Idiographic Methods Offset Age Differences in Interpersonal Problem Solving Among Young, Middle-Aged, and Older Adults. *Frontiers in Psychology*. <https://doi.org/10.3389/fpsyg.2019.00276>