

# Emily Vance

emilyvance074@gmail.com  
linkedin.com/in/emily-vance/  
(217) 493-8813

## Summary

Project management professional with extensive experience in operations, finance, stakeholder management, and cross-functional team leadership, particularly within international development, public health, and government services. Adept at overseeing complex programs from inception to completion, ensuring timely delivery, and managing multi-million-dollar budgets. Skilled in utilizing data-driven decision-making, implementing change management strategies, and coordinating large-scale projects. Currently pursuing a Master of Public Health (MPH) at University College London (UCL) and a UX Design certification.

**Skilled in:** Stakeholder Management, Project Management, Operations Coordination, Budget Oversight, Knowledge Management, Data Analysis, Contract Management, Human-Centered Design, Publication, Microsoft Office Suites, Google Suite, SAP Concur, RStudio, Adobe Suite, and Figma.

## Professional Experience

### Insight Global

June 2024 - Present

#### Project Coordinator

*Evergreen Professional Services Division - Government Services (Department of State, USAID, USAGM)*

- Managed \$7.7M annual revenue stream and provided strategic oversight of project financials, including forecasting and reporting
- Led a change management initiative by conducting qualitative interviews with 43 active consultants to identify key pain points and opportunities for improvement; Implemented strategic changes that resulted in an increase in consultant retention
- Led the implementation of performance reviews and tracking systems, resulting in improved consultant accountability and development opportunities
- Designed and implemented Power BI dashboards to visualize key project metrics and facilitate data-driven decision-making and a reduction in project timelines
- Authored and maintained client facing and internal reports, ensuring accurate and timely communication and supporting data-driven decision making

### USAID Advancing Nutrition

Oct. 2021 – Dec. 2023

#### Project Coordinator

*John Snow Research & Training Institute, Inc.*

*Monitoring, Evaluation, and Learning (MEL) Team and Social and Behavior Change (SBC) Team*

- Managed a dynamic portfolio of 20 activities across 4 countries, developing detailed implementation plans and MEL frameworks and ensuring adherence to a \$4 million budget; This included oversight of operations for the Hemoglobin Measurement grant program
- Wrote and edited technical content for deliverables, guides, and online publications (see "Relevant Deliverables" section below); This included leading the comprehensive redesign and

update of the Global Health eLearning course "[Social and Behavior Change for Nutrition](#)"

- Defined technical scopes of work and collaborated with finance/operations to onboard, manage, and support consultants and new team members
- Leveraged human-centered design (HCD) experience to coordinate qualitative research in Malawi and Zimbabwe; Supported the development and refinement of prototypes using data from HCD workshops and prototype testing in local communities
- Supported the development, facilitation, and organization of the Family Inclusion in Nutrition through Engagement (FINE) Community of Practice

**Desire Line LLC**

**Sept. 2018 – Aug. 2019**

### **Research Analyst**

*A global health consulting start-up focused on identifying drivers of behavior and providing the technical expertise to design and lead programs that address key public health issues*

- Field experience facilitating Human-Centered Design (HCD) workshops in Botswana, Mozambique, Tanzania, and Malawi, focusing on developing and refining interventions for voluntary medical male circumcision programs
- Using insights from quantitative audience segmentation research conducted in Zimbabwe and Zambia, collaborated with 8-12 stakeholders per workshop to identify and prioritize program gaps and opportunities; Attendees included key implementing partners and government programs, including representatives from local government ministries, Jhpiego, CDC, USAID, AIDSFree, PSI, Intrahealth, and the BMGF
- Collaborated with stakeholders to leverage personas and journey maps to develop one new intervention concept and refine one existing intervention during each workshop; Created detailed prototype development and testing plans for in-country teams to execute
- Developed program proposals focused on key areas including MCHN, malaria, and HIV/AIDS

### **Education**

**BA in Global Studies** - University of Minnesota

Minors: Economics, Political Science, and Spanish

**Master of Public Health** - University College London - In Progress - September 2026

**User Experience Design Professional Certification** - CareerFoundry - In Progress - January 2025

### **Relevant Deliverables**

- [Evaluating Social and Behavior Change Components of Nutrition Activities: A Design Guide for USAID Staff](#). USAID Advancing Nutrition, 2022.
- [SBC Formative Research Decision Tree](#). USAID Advancing Nutrition, 2022.
- [Measuring Social and Behavior Change in Nutrition Programs: A Guide for Evaluators](#). USAID Advancing Nutrition, 2023
- [Workflow for High-Quality Nutrition Social and Behavior Change](#). USAID Advancing Nutrition, 2023.
- [Social and Behavior Change for Nutrition](#). USAID Advancing Nutrition and SPRING, 2024.