|  |
| --- |
| Foreman **Leslie**  leslieemail@yahoo.com · 501-766-8455 |
| **Skills**   |  |  | | --- | --- | | * WIC Program Knowledge * System Testing Certifications | * Communication * Data Review | |

**Experience**

|  |
| --- |
| **7/2017 – Present**  **EBT System Certification Coordinator,** Arkansas Department of Health   * Supervision of the Electronic Benefit Transaction (EBT) operations between the Arkansas WIC Program, Statewide Authorized WIC Vendors, and Claim Processor. * Direct three levels of EBT System certification: Developer, Corporate, and Vendor. * Collaboration with Offline EBT State Staff across the nation to correct daily system issues. * Monitor program compliance for Arkansas WIC with the Food and Nutrition Service of the United States Department of Agriculture partners on updating EBT Documentation. * Create an annual travel budget for statewide EBT certifications. |
| **8/2014 – 7/2017**  **WIC EBT Project Manager,** Arkansas Department of Health   * Managed the Statewide WIC transition from check to Offline EBT. * Oversight of staff and development of educational materials for EBT and WIC clinic transition. * Conducted weekly staff meetings with EBT Team to ensure successful implementation of statewide WIC EBT. * Ensured compliance with current program system and new EBT functionality using FNS Operating Rules, Technical Implementation Guide (TIG), and WIC Universal MIS-EBT Interface Specifications (WUMEI). |

**Education**

|  |
| --- |
| **December 2007**  **Master’s Degree Foods and Nutrition,** University of central ArkansaS |
| **December 2004**  **Bachelor’s degree Family and Consumer Science,** University of central ArkansaS |