Sandra Woods & Hiring Team

Division of Public Health

Public Health Center, South Central Region

3223 E. Palmer-Wasilla Hwy, Ste 3

Wasilla, Alaska 99654

Dear Ms. Sandra Woods & Hiring Team,

I am writing in response to your posting on Workplace Alaska, regarding the Health Program Associate position. I presently work with the Anchorage Division of Senior and Disabilities Services, Provider Quality Assurance Unit and I feel that my day to day work load and personal skill set would translate well into the Health Program Associate Position.

One of my ongoing projects is the work flow improvement of the Division's DS3 database. The objective of the database project, is to show the relationships between the Certified Providers and the contracted Habilitation Homes. While in consultation with the Research & Analysis Team and IT Services; I determined what was needed to modify the database for a new set of data. This modification and complex data entry, requires a detailed knowledge of the types of habilitation services, an analysis of the home’s licenses, along with, a detailed process of database connections, and merging of records. This will allow the Division to monitor our habilitation recipients and the licensed environments more closely for compliance.

I have a Master Certification in Microsoft Office 2003, my skill set also includes Office 2007 and Office 2010 as a power user. On a weekly basis, I develop reports for Provider Certification and present to the professional team. I also devised a system using Excel pivot tables that documented, tracked and generated statistics for the Commissioner’s Dashboard in 2009, for the Critical Incident Reports.

As a Career Mentor and Computer Instructor for Nine Star Education & Employment Services; I worked with individuals from every socioeconomic background and age group. This included native elders, public assistance recipients, disabled individuals, former inmates re-entering society, the general populace, employers and professionals. I followed strict HIPAA and PIPA laws, rules and regulations, while interviewing individuals for information about various skills, abilities and background barriers. While I have never presented specifically on communicable disease or transmission; I have presented many times on computer use, work search, and data archiving.

I bring a wealth of experience that can assist with solutions andaction plans, plus my analytical abilities. I would be pleased to meet with you, and your team, to explore how I can contribute as a member of the Division of Public Health. Please contact me at the number above to arrange for a time to speak.

Sincerely