

Jessica K. Friedman

frie0226@umn.edu
<https://www.linkedin.com/in/jessicakfriedman>

17124 Hanover Ln. Eden Prairie, MN 55347
603-359-1580

SUMMARY

Seasoned public health program and project management professional with expertise and experience in global public health project development, grant writing, data management, curriculum design, evaluation and partner relations.

EDUCATION

University of Minnesota, School of Public Health, Minneapolis, MN
PhD Candidate, Epidemiology, September 2017

University of Minnesota, School of Public Health, Minneapolis, MN
MPH, Community Health Promotion, May 2017

Dartmouth College, The Dartmouth Institute for Health Policy and Clinical Practice, Hanover, NH
(non-degree) MPH courses, 2013-2015

Roskilde University, Roskilde, Denmark
MSc, International Environmental Policy and Regulation, November 2004

Oberlin College, Oberlin, OH
BA, Double Major: Politics and Law & Society, May 2000

EXPERIENCE

University of Minnesota, School of Public Health, Minneapolis, MN
Evaluation Specialist, Research Assistant and Teaching Assistant, August 2016 – Present

- Evaluation and data management for UMASH Center outreach initiatives.
- Evaluation Specialist for alcohol environmental scan for Tulane University. Provided public health, higher ed and community relations expertise to institutional concerns around student alcohol environment.
- Research Assistant: research, curate and communicate a local and state-level alcohol policy menu to be adopted in Blue Zones cities across the U.S. Work with local stakeholders to identify policy solutions to address alcohol-related community health concerns.
- Teaching Assistant for PUBH 6020, Social and Behavioral Determinants of Health. Advise students on research topics, facilitate class discussions and grade papers.

Wilder Research, St. Paul, MN
Public Health Student Intern, April 2016-July 2016

- Led the development and deployment of primary data collection tools for health care providers as part of Children's Hospitals of Minnesota Community Health Needs Assessment (CHNA).
- Facilitated focus groups with healthcare providers as part of CHNA.
- Analyzed demographic trends using US Census data in Children's Hospitals catchment area.
- Researched and analyzed policy, systems and environmental public health intervention strategies and evaluation methods.
- Assisted in the development of a health equity checklist to be integrated into health needs and health impact assessments.

CAPI USA, Minneapolis, MN

Public Health Student Evaluator, January 2016- May 2016

- Worked directly with CAPI leadership and stakeholders to create a program evaluation plan for CAPI's Hepatitis B outreach and immunization intervention targeting Hmong, Lao and Somali communities in the Twin Cities.

Local Public Health Association of Minnesota, St. Paul, MN

Legislative Policy Intern, January 2016- May 2016

- Direct legislative experience with Minnesota state legislators, coalition members and LPHA members in support of environmental asthma intervention legislation.
- Responsible for bill tracking, education and outreach with members and legislators. Created fact sheets and policy briefs for broad dissemination in support of several LPHA legislative priorities.
- Assisted in organizing LPHA day on the hill with LPHA members attending from across the state of Minnesota.

Dartmouth College, Gender Research Institute at Dartmouth, Hanover, NH

Fellow, March 2014 – June 2015

- Facilitated a series of focus groups to assess cultural articulations of resilience in domestic and foreign born survivors of domestic violence.

Dartmouth College, Dickey Center for International Understanding, Global Health Initiative, Hanover, NH

Global Health Initiative Program Manager, October 2009- June 2015

- Managed and oversaw the significant growth of a rich portfolio of curricular and co-curricular programs designed to enhance student understanding of key challenges and issues in global health and connect students, faculty and international research collaborators.
- Conducted international and domestic on-site program evaluations of research and student learning opportunities with partner organizations.
- Evaluated external funding opportunities, coordinated campus response and contributed to the authorship of NIH, USAID and private foundation grants.
- Managed reporting and programmatic development associated with grants from NIH, corporate and foundation sources. Fiscal oversight and management of full program budget.
- Identified internal and external partners for program development and collaboration and represented the interests of GHI and the Dickey Center internally and externally. Liaise with academic global health programs at peer institutions.
- Utilized data systems including MS Access to create custom reports related to an NIH funded, study on the efficacy of a nutritional supplement to control CD4 counts in HIV infected mothers and infants in Tanzania.
- Negotiated with international partners for the purpose of developing mutually beneficial internship and research opportunities for students.
- Primary academic adviser students interested in curricular and experiential global health opportunities.
- Founded Global Health Day at Dartmouth and developed a Global Health Ethics orientation module focused on cross-cultural competencies for global health fieldwork for all undergraduate, graduate and medical students.

Dartmouth College, Office of Human Resources, Hanover, NH

Worklife Program Manager, June 2007 – September 2009

HR Operations Manager, January 2006 – May 2007

Project Coordinator, July 2005 – December 2005

- Managed campus-wide systems integration of employment E-Verify system. Identified internal compliance risks and led rollout, implementation and training of the E-Verify system across campus.
- Built data MS Access database and associated queries from dataset of all Dartmouth employees to analyze employment trends and DOL compliance as part of a standardized internal audit system.
- Founded After Hours program for employees as part of campus-wide recruitment and retention strategy.
- Researched, developed and implemented a revised “New Hire Orientation” program including revising existing content, creating new material to address existing gaps, and developing online resources for new employees aimed at strengthening the on-boarding process. Hosted new employee orientation.
- Assisted in the development and facilitated the “Dartmouth Mentor Exchange” program. Paired participants; conducted trainings and facilitated outreach and discussion sessions.
- Supervised team of entry-level HR representatives.
- Responsible for data-driven monitoring and evaluation of various HR initiatives to assess programmatic needs and impact.
- Responsible for all fiscal and budgetary oversight for departmental annual budget.

Danish Institute for Human Rights, Human Rights and Business Project, Copenhagen, Denmark
Graduate Student Researcher, August 2002 - September 2004

- Contributed to the Human Rights Compliance Assessment for companies through researching and documenting best practices for promoting human rights in a business context, both inside the company and in the local community.
- Reviewed the internal practices of Novo Nordisk, in preparation for creation of a customized assessment tool to gauge their human rights and environmental compliance.
- Coordinated multi-year, EU-funded consultation process, which included researching and then contacting and cultivating over 100 prospects including NGOs, multinational companies and international development banks for participation in the process.
- Assisted in outreach and education initiatives to enhance corporate relations including meeting with representatives from foundations and businesses to solicit funding for research and drafting grant applications.

American Academy of Arts and Sciences, Cambridge, MA
Project Assistant / Event Coordinator, September 2000 - July 2001

- Primary contact person for special events and meetings, arranged for space availability, guest lists and attended to all aspects of academy events and special needs of participants.
- Researched printed and web based resources for a bibliography on the history of humanities disciplines and academic foundations as part of the Academy’s *Initiative in Humanities and Culture*.

COMPUTER SKILLS

STATA, RedCAP, SAS, Access, Excel, Word, Powerpoint, Visio, MS Project, ATLAS.ti, HyperRESEARCH, ArcGIS, Tableau, Omni-update, Joomla and Drupal

LANGUAGE SKILLS

- **Danish:** Fluent, passed Studieprøven. Lived in Denmark for 3.5 years.
- **French:** Basic working knowledge.

CERTIFICATIONS

- Professional in Human Resources (PHR) January, 2009