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## WORK EXPERIENCE

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02/2018-Present  
**Program Manager**

**Baylor Scott & White Health**  
**Waco, TX**

As a Program Manager for the Warriors Research Institute at Baylor Scott & White Health, I manage veteran services projects which are designed to increase accessibility to evidence-based mental healthcare for Texas veterans and veteran family members by addressing critical barriers such as cost, stigma and the availability of qualified, culturally-aware treatment providers and I assist with operations of the institute.

- Oversee the Telehealth clinic for veterans and veteran family members
- Schedule and participate in community meetings and meetings with other providers regarding the veteran service projects
- Develop advertising strategies and market our grant funded projects
- Oversee enrollment processes and complete informed consent process with participants
- Maintain daily logs and recruitment and retention tables
- Troubleshoot problems that arise in the telehealth sessions
- Prepare and submit expenditure and performance reports to the funding agencies
- Assist in interviewing, onboarding, and training student interns
- Prepare and conduct weekly veteran services team meetings
- Prepare and conduct monthly Executive Board Meetings
- Maintain monthly budgets for grant funded projects
- Complete check requests to pay our consultants
- Plan and coordinate Peer Support Trainings for veterans and veteran family members
- Develop and distribute monthly newsletters for our Peer Support Cohorts and community partners
- Maintain Institutional Review Board (IRB) Applications
- Assist in grant writing and grant submission process

03/2016-02/2018  
**Program Coordinator/Community Education Specialist**

**Baylor Scott & White Hillcrest Medical Center**  
**Waco, TX**

The Community Education Specialist coordinates educational activities and develops programs for the purpose of informing the public of health issues, preventing injury and promoting wellness in the community. Specifically, I managed all aspects of the KidSafe Child Passenger Safety Program and ensure the program is operating successfully throughout 46 counties across Texas.

- Management of grant to ensure that all objectives are being met, while maintaining budget and fiscal responsibility.
- Provide education programs to the public to prevent injuries and promote safety, specifically related to child passenger safety.
  - Networks and collaborates on a regular basis with public and private educators, public officials, community agencies, civic groups, and other appropriate organizations to provide awareness and injury prevention.
  - Evaluates and revises community educational programs to ensure that they are effectively meeting the public, patients and medical staff's needs in a timely manner.
  - Utilizes program methodologies that encompass both traditional classroom and non-traditional informatics based educational processes.
  - Conducts youth education classes to elementary schools across Texas

- Develop and provide information to the public to prevent injuries and promote safety.
  - Works collaboratively and professionally with external educators to develop and provide educational and information materials.
  - Works collaboratively with Public Affairs in coordinating press releases, PSA, and other public related activities.
  - Schedules and attends health and safety fairs and displays exhibits at professional conferences on a regular basis.
- Maintain documentation of all public and professional education efforts
- Market community education programs internally and externally to ensure the public, patients and medical staff are aware of program resources
- Assess the need and effectiveness of all programs to ensure effective programs.

10/2010-03/2016  
**Research Project Analyst III**

**Baylor Scott & White Health  
 Temple, TX**

Provide a range of business services for the preparation & submission of research proposals. The principle purpose is to manage the life-cycle of all Grant application activities.

- Serve as a liaison by clearly communicating and coordinating across departments and with outside sponsors or granting agencies and their representatives for internal or external studies on a regular basis.
- Conduct timely and accurate completion/submission of grants to external funding sources.
- Assist investigators in identifying potential funding opportunities, conduct meetings, and provide support for grant writing.
- Direct management of the pre-award and post-award side of grant projects.
- Manage research subcontracts.
  - Work with our legal department to review, negotiate and execute research subcontracts, material transfer and data transfer/sharing agreements.
- Participate in weekly meetings between the Research department and the Regulatory Affairs department to ensure a quality product is submitted to the Institutional Review Board (IRB).
- Assist with internal and external audits of the grant and follow up with questions/concerns in a timely manner.
- Serve as a Project Manager for the Health Care Systems Research network (HCSRN)
  - Communicate regularly with all 18 health care delivery organizations within the HCSRN to work towards reaching our goal of being recognized as the Nation's premier resource for population-based health and health care research.

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## POSTERS & PRESENTATIONS

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1. Pennington, M. L., **Rostockyj, J. A.**, Coe, E., Kimbrel, N. A., Meyer, E., & Gulliver, S. B. (2019, November). *Windows to mental healthcare for vulnerable populations: Expanding evidence-based treatment via telehealth*. Poster to be presented at the 35<sup>th</sup> annual meeting of the International Society for Traumatic Stress Studies, Boston, MA.
2. Dobani, F., Coe, E., **Rostockyj, J.**, Pennington, M. L., Dupree, J., Strack, J., Meyer, E. C., Gulliver, S. B. (2019, May). *Potentially traumatic event exposure in fire service*. Poster presented at the 31st annual convention at Association for Psychological Science, Washington, DC.

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## EDUCATION

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**2013 Nebraska Methodist College**

Master of Science- Health Promotion Management

Omaha, NE

**2010 Texas A&M University**

Bachelor of Science- Health with an emphasis in Allied Health

College Station, TX

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## OTHER EDUCATION & EXPERIENCE

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2019	2 <sup>nd</sup> Annual Waco Behavioral Health Symposium, Waco, TX
2018	2 <sup>nd</sup> Annual Recovery to Practice Training, Waco Chapter, Waco, TX
2018	Waco Behavioral Health Symposium, Waco, TX
2018	Naloxone 101 Training, Waco, TX
2018	6 <sup>th</sup> Annual VA Community Mental Health Summit, Waco, TX
2018	Texas Veterans Commission Mental Health Summit, Pflugerville, TX
2018	Third Annual TexVet Mental Health Symposium, Round Rock, TX
2017	Texas C.O.A.S.T. Conference, Galveston, TX
2017 - Present	Instructor, Safe Kids Worldwide
2017	Lifesavers National Conference, Charlotte, NC
2016	12 <sup>th</sup> Annual Kidz in Motion National Conference, Orlando, FL
2015	Getting to know PCORI: From Application to Closeout, Houston, TX
2014	Federal Grants Update Training & Certificate, Austin, TX
2012	NIH Conference, Program Funding and Grants Administration, Washington, D.C.

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## HONORS

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2013	President's List, Nebraska Methodist College, December 2013
2006-2008	Presidential Scholar, McLennan Community College