

Profile

Amelia

F s Na e

Ann

M d d e a

Johnson

Las Na e

UC San Francisco

E p o y e

Grants Specialist

J o b e

E a Add e s s

a y o e

A e a e o e

Are you 18 years of age or older? (Required)

☒ Yes ☐ No

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Do you live within the City Limits of Merced? (Required)

☒ Yes ☐ No

S ee Add e s s

Su e o Ap

S a e

o s a Code

C y

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Are you a registered voter in the City of Merced? (Required)

☒ Yes ☐ No

Which Council district do you live in? \*

☒ District 1

Are you currently serving on a Board or Commission? If so, please list:

Which Boards would you like to apply for?

Tax Transparency Commission (Measure C and Measure Y): Submitted

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Highest Level of Education Completed: \*

☒ Master's Degree

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## Communication

**The City of Merced uses email as a preferred method of communication regarding your application. Is this acceptable to you?**

☒ Yes ☐ No

**If you selected no, please identify how you would like to be contacted:**

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## Interests & Experiences

**Tell us about yourself, and why you are applying for this particular Board or Commission:**

I grew up in Turlock and after living in the Bay Area for almost 10 years, returned to the Central Valley after graduate school in 2014. I take pride in my community involvement and feel the opportunity to serve on this commission would allow me to use my knowledge of government processes to ensure oversight and accountability of our tax dollars.

**Please list your current employer and relevant volunteer experience.**

I currently work remotely as a Grants Specialist for the University of California, San Francisco. I am the Chair of the Merced County Chapter of the American Civil Liberties Union, and previously served on the Merced County Library Commission and was former President of the League of Women Voters of Merced County.

**What is your understanding of the roles and responsibilities of this Board or Commission?**

This group will review revenue and approve expenditures for voter approved tax measures C and Y.

**Do you have experience or special knowledge pertaining to this Board or Commission?**

My career in both county government (Alameda and Solano counties) and higher education (UC Merced and UCSF) has given me many years of experience with policy compliance, interpreting regulations, reviewing reports and budgeting. Combined with my knowledge of our community and the collaborative nature of both my professional and personal work, I have a unique background to prepare me for this commission.

**Any other comments you would like to add that may assist the City Council in their decision?**

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Upload a Resume

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## Requirements

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**AB 1234 Ethics Training**

☒ I Agree \*

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**Attendance Policy**

☒ I Agree \*

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**Statement of Economic Interests - FPPC Form 700**

☒ I Agree \*

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**Oath of Office**

☒ I Agree \*

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**Public Scrutiny**

☒ I Agree \*

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**How did you hear about this vacancy? \***

☒ Other

**If you selected other, please indicate how you learned about the vacancy:**

newsletter

**Demographics**

**Ethnicity**

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☒ Caucasian/Non-Hispanic

**Gender**

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☒ Female

Date of Birth

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**Submission**

**I declare under penalty of disqualification or termination that all statements in this application are true and complete to the best of my knowledge.**

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AJ

## CAREER SUMMARY

### • Research Administrator • Faculty Service Focused • Project Management

- **Proposal development** Pre-award responsibilities in both a centralized and organized research units, working with all schools and a range of federal, state and industry sponsors.
- **Passionate about supporting faculty** Eight years of experience with faculty supporting their research and educational goals, while ensuring compliance with campus guidelines and policies.
- **Strong organizational and interpersonal skills** Applying project management skills to track stakeholders, deadlines, internal documentation, proposal components and sponsor requirements.

Amelia continues to be a valuable contributor to the success of HSRI. She has proven that she is able to turn her attention to quite different projects and demands as they arise. She is a conscientious professional and a thoughtful responsible colleague.” ---HSRI Executive Director, Trevor Hirst, April 2019

## AREAS OF EXPERTISE

- |                      |                        |                      |
|----------------------|------------------------|----------------------|
| ▪ Budget development | ▪ Adobe                | ▪ Social Media       |
| ▪ Microsoft Office   | ▪ Meeting Facilitation | ▪ Event Coordination |
| ▪ Cayuse             | ▪ Email Marketing      | ▪ Google Analytics   |

## PROFESSIONAL EXPERIENCE

### University of California, San Francisco

January 2022 –Present

*High volume and deadline driven research administrator at the NIH's most highly funded public institution in the United States.*

### **Grants Specialist, Office of Sponsored Research**

Portfolio assignment serves faculty of the School of Medicine's Cardiology department and Cardiovascular Research Institute.

- Responsibilities include all aspects of federal and non-profit grants administration including proposals, budget development, reporting and closeouts.
- Professional service includes serving as the co-chair of the OSR/OCTA Staff Council

### University of California, Merced, Merced, CA

December 2015 – December 2021

*Agile individual contributor to the research mission of the UC's newest campus*

### **Research Administrator III, Sponsored Projects Office (Oct 2020-Dec 2021)**

Primarily assigned to Engineering and Social Science faculty pre-award support, independently working with PIs to ensure proposals meet deadlines, sponsor and institutional requirements.

- Successfully submitted proposals have included graduate student fellowships, private industry contracts, subawards, UCOP projects, NSF CAREER and collaborative proposals.
- Professional trainings included 6 CITI research courses

### **Projects Manager, Health Sciences Research Institute (HSRI) (Dec 2015-Oct 2020)**

Support all aspects of the research unit mission, pivoting from pre-award faculty support, to social media and website communications to event planning including yearly Research Week activities, staff retreats, member workshops and public events including the UC Valley Fever Summit.

- **Pre-award responsibilities** included focus on graduate student fellowship applications, as well as multi PI awards and subawards involving various types of funders. Project coordinator on large NIH U54 Health Disparities Center and U-RISE proposals.
- **Engaging campus faculty** to deliver public events, outreach efforts and proposal related services. Served as operations manager for Blum Center. Ran faculty seed grant calls for Blum and HSRI members.

**Livingston Community Health**, Livingston, CA

**April 2014 – Sept 2015**

*Federally Qualified Health Center with a mission to provide “Care for All”*

**Director of Programs and Development**

Oversaw community engagement in addition to prenatal and teen health education efforts, including a federal services grant delivered with local partners. Utilized survey data to establish transportation services program. Graduated from the National Association of Community Health Center’s Advocacy Program.

- **Partnered with clinic stakeholders** ranging from elected officials and local government, education, public health and community leaders to accomplish various initiatives and programming
- **Organized over 300 screenings provided at three major health fairs** by coordinating with medical staff, community partners, and local donors. Managed community outreach and promotion to patients.

**Alameda County Social Services Agency**, Oakland, CA

**June 2007 – Sept 2012**

*Member of a major public sector agency dedicated to promoting the health and wellbeing of the community*

**Eligibility Worker**

Administered public assistance benefits for up to 500 assigned CalWorks, SNAP (food stamp) and MediCal cases. Honed customer service, cultural competence and public sector administrative skills.

- **Selected to participate into two statewide eligibility worker conferences** further growing customer service and other professional skills.
- **Interpreted complex regulations and utilized language services** to deliver case management, often responding to client emergencies and changing rules or processes.

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## EDUCATION

**Masters in Public Health, Community Health Sciences**

University of California, Los Angeles

*Co-President of Public Health Student Association. Completed field studies in an environmental health program at St. John’s Well Child and Family Center. Student Employee in UCLA Marketing and Special Events.*

**Bachelors of Arts, Women’s Studies and Art History**

University of California, Davis

*Participated in the UC DC program and interned in the education department of the National Museum of Women in the Arts. Received an Outstanding Senior Award. Employee of ASUCD Coffee House for four years.*