



MELISSA RODRIGUEZ PROFESSIONAL EXPERIENCE

- 2006 *Program Associate*
Agnew::Beck Consulting, LLC., Anchorage, Alaska
Provide organizational development, project development, program evaluation and grant writing services to nonprofit organizations. Provide funding research and develop fundraising strategies for capital campaigns and program start-up. Oversee event coordination and administration. Provide training and technical assistance to rural communities.
- 2006 *Associate*
Coop Consulting, Inc., Santa Fe, New Mexico
Collaborate and provide leadership, including program coordination and planning on projects with a focus on behavioral health programs. Oversee the preparation of federal grant reporting for programs such as: State Incentive Enhancement Grant, Strategic Prevention Framework State Initiative Grant, Access to Recovery, and Early Learning Opportunities Act programming. Participate and facilitate committee and workgroup meetings. Provide research and evaluation for state agencies and social service agencies. Contribute to grant writing activities.
- 2004 -2005 *Public Guardian*
State of Alaska, Office of Public Advocacy, Anchorage, Alaska
Acted in capacity of advocate and legal decision-maker as appointed by Probate court for incapacitated adults managing all placement, financial, and medical decisions.
- 2003 - 2004 *Building Coordinator*
Cook Inlet Housing Authority, Anchorage, Alaska
Managed Low Income Housing Tax Credit (LIHTC) Senior properties for Regional Native Housing Authority. Developed Resident Services Plans for resident activities and events.
- 2001 - 2003 *Outpatient Counselor*
Alaska Women's Resource Center, Anchorage, Alaska
Provided individual and group substance abuse counseling, advocacy, support and outreach to women and their families identified as having substance abuse issues.
- 2000 - 2001 *Case Management Specialist*
Rural Alaska Community Action Group (RurALCAP), Anchorage, Alaska
Responsible for program development for the Community Bound Program, a project of RurAL CAP's Homeward Bound Transitional Housing Program for homeless chronic public inebriates. Coordinated the Speaker's Bureau, designed to promote advocacy and self-empowerment training to homeless chronic public inebriates.

2000 *Project Manager*
Technology Consultant
Indian Health Service, Urban Indian Health Program, Boston, Massachusetts
Responsible for contract management and planning for the IHS Urban Indian Health Program's Y2K technology upgrade funds.

REPRESENTATIVE PROJECTS

2007 to present *Associate*
Yup'it Piciryarait Cultural Center and Museum Native Archive
Association of Village Council Presidents (AVCP)
Vivian Korthis, (907) 543-7300
Provide program evaluation services to determine whether the project has met the objectives identified, as well as the quality and accuracy of products developed. Measure the overall outcome of the Yup'it Piciryarait Cultural Center and Museum Native Archive project.

2007 *Project Manager*
Bring the Kids Home Regional Summit Facilitation
State of Alaska, Division of Behavioral Health
Valerie Kenny, (907) 269-3797
Provide facilitation services for the Bring the Kids Home (BTKH) Regional Summits throughout the State of Alaska to ensure that the BTKH Initiative is individualized to the needs in the community. Assist regions in the State to identify barriers, resources, solutions, priorities, and community leaders to service children with Severe Emotional Disturbance as close to their communities as possible.

2006 to present *Project Manager*
Proposal Development and Research
Alaska Mental Health Trust Authority (AMHTA)
Bill Herman, (907) 269-7962
Research grant funding opportunities that relate to AMHTA's four funding focus areas; provide bi-weekly reports on eligible opportunities to AMHTA's program officers; provide coordination and proposal development services to beneficiary serving organizations designated by program officers to develop projects for grant funding.

2006 to present *Associate*
Rural Technical Assistance Consultant
Alaska Mental Health Trust Authority (AMHTA)
Bill Herman, (907) 269-7962
Provide technical assistance including facility planning, develop and edit grant proposals, funding research, and connect those in need of assistance with appropriate services.

2006 *Program Evaluator*
United Way of Santa Fe County, Agua Fria Children's Zone (AFCZ)
Michael Coop, (505) 424-4365

Provided program evaluation activities for the AFCZ, Pre-K and Baby University programs. Participated in program development and agency strategic planning activities. Responsible for federal reporting requirements for Early Learning Opportunities Act (ELOA) Discretionary Grant.

2006 *Program Evaluator*
New Mexico Aging and Long Term Services Department, Aging and Disability Resource Center Grant
Michael Coop, (505) 424-4365
Compiled and reported data to inform quality assurance efforts gathered through customer satisfaction surveys.

2006 *Statewide Coordinator/ Access to Recovery (ATR) program*
State of New Mexico, Department of Health, Behavioral Health Services Division
Kirsten Dollinger-Jones, (505) 827-2611
Provided coordination and program planning for ATR program. Participated in bi-weekly management team planning sessions. Co-chair of Services Committee, responsible for convening committee and developing policy recommendations to management team. Oversee provider enrollment and credentialing processes. Responsible for communicating program policy revisions to community level sub-grantees.

EDUCATION

2006 University of New Mexico, Albuquerque, New Mexico
Coursework in the Masters in Public Administration Program.

2000 Brandeis University, Waltham, Massachusetts
B.A., Sociology
Course work included: Racial/Class Inequalities and Independent Research.

VOLUNTEER ACTIVITIES & RELATED EXPERIENCE

1998-2000 *Brandeis University, Transitional Year Program (TYP)*
Waltham, Massachusetts
Participate in college recruitments activities for TYP, a year-long preparatory program whose principles for the program draw upon Brandeis' founding and enduring commitment and action toward the achievement of social justice.

2006-present *Inlet View Elementary Running Club*
Anchorage, Alaska

2008-present *Anchorage Boxing Academy*
Anchorage, Alaska
Plan and develop an Amateur boxing program designed to engage at-risk youth and provide opportunities for achievement and empowerment.

2008-present *Mt. View Community Recreation Center Advisory Commission*
Municipality of Anchorage, Alaska
Advisory Commission member providing recommendations to the Mayor and assembly on the operations of the Mt. View Community Recreation Center.