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DATA AND PROJECT MANAGER SPECIALIST

Detail-oriented professional with 30+ years of experience in supporting people, projects, and processes. Broad background reflects a capacity to work in a variety of work settings (academic, professional, medical, non-profit, and non-secular) utilizing a diverse set of job skills.

EDUCATION & TRAINING
M.S. Psychology (Industrial/Organizational)   University of Melbourne, Australia (*Melbourne Scholar,* 1987)
B.S. Psychology   VPI & SU, Blacksburg, VA *(Magna Cum Laude*, 1982)
Associate (Dental Hygiene)   Virginia Western Community College, Roanoke, VA (*Magna Cum Laude*, 1980)

PROFESSIONAL SKILLS SUMMARY
Technical: experienced in data management, data extraction (utilizing advanced EXCEL features including pivot tables) and data analyses (descriptive statistics), data reporting and visualization (dashboard type reporting); proficient in Microsoft Office Suite and MS Teams, Google Drive applications, on-line survey tools (REDCap, Google Forms, Qualtrics, QuestionPro).

Communication and Evaluation: strong written and verbal communication skills with variety of stakeholder groups; experienced writing technical reports, assisting with report writing (formatting, editing, literature reviews, data visualization); experienced in administering, analyzing, and reporting results of evaluation instruments; documenting, transcribing and conducting interviews/facilitating focus groups.

RESEARCH AND PROFESSIONAL EXPERIENCE

VIRGINIA TECH Institute of Policy and Governance   Research Associate/Data Manager (2015-present)

Currently serving as data scientist and consultant on the following:

➢ **New River Valley Community Services, Lead Evaluator, Data Manager/Analyst, and Grant Compliancy Specialist for ongoing 2022-2026 SAMHSA CCBHC Improvement and Enhancement Grant; also completing evaluations of 2022-2022 and 2018-2020 NRVCS CCBHC Expansion (SAMSHA) Grants** serving on evaluation team **-**overseeing data collection and reassessment grant compliance of 2,500+ clients utilizing expanded services/and managing data entry processes; also, data collection processes and outcomes reporting for both grants

➢ **Mount Rogers Community Services, Data Manager/Analyst, and Grant Compliancy Specialist for ongoing 2022-2026 SAMHSA CCBHC Improvement and Enhancement Grant; also completed evaluations of 2021-2023 MRCS CMHC (SAMSHA) Grant and on-going 2020-2022 MRCS CCBHC Expansion (SAMSHA) Grant** serving on evaluation team **-**overseeing start-up of data collection and reassessment grant compliance of 1000+ clients utilizing expanded services/and monitoring data entry processes; also, data collection processes and outcomes reporting for both grants; consulting and IT support on **Community Needs Assessment** as part of the CCBHC Grant.

➢ **Impactful Community Engaged Planning (ICEP) for Roanoke City and Alleghany Health Districts (RCAHD) (2023-2026)** serving on IPG's research team to help RCAHD identify ways to improve engagement strategies and data collection efforts with goal of

continual assessment and refining of service delivery; developed event data tracking and dashboard reporting system to centralize collection of community engagement event information across agency; assisted with facilitation of agency level focus groups and presentations; provided in-service sessions on data management tools and best practices.

➢ **USDA Mount Rogers Community Services (MRCS) Smyth Campus for Crisis Care (2024-2027)** serving on IPG's research team to evaluate impact of campus expansion on health outcomes.

Other IPG projects and roles:

➢ **Fairfax County Rent Reform Evaluation of Moving To Work (MTW) Program (2022)** data consult.

➢ **Roanoke & Alleghany Region Total Action for Progress (TAP) Needs Assessment (2022)** data consult.

➢ **Roanoke City – ALICE (Asset Limited, Income Constrained, Employed) Survey Research and Analyses (2021)** data consult.

➢ **Total Action for Progress (TAP) SwiftStart Program Evaluation (2021)** serving on evaluation team; assisting with collection of primary data and analysis of secondary, administrative data.

➢ **Roanoke Valley Collective Response (RVCR) Blueprint for Action (2020)** serving as data consultant and group facilitator, created framework for cleaning, organizing and preparing initial qualitative data gathered at RVCCR's start-up sessions for summarizing and analyses; results were used to inform group's efforts going forward.

➢ **Montgomery County (VA) Children's Service Act (CSA) Assessment (2018)** to understand how the county's CSA process and structure operates in comparison to other peer localities.

➢ **Assessment Risk and Protective Factors Assessment for United Way/Smart Beginnings of Southwest Virginia (2018)** identifying and regional mapping where children are at most risk for negative health and educational outcomes.

➢ **Needs Assessment of Loudoun County Nonprofits (2017),** providing logistical and technical support, developing a data base of 900+ non-profit agencies, conducting and organizing /managing/analyzing data from 2 on-line surveys, 20 semi-structured interviews and 3 focus groups.

➢ **Veteran's Demonstration Project (2016)** funded by the Virginia Community College System (VCCS) and Virginia Workforce Development Services (WDS) providing logistical and data management support for gathering information on 1000+ transition programs, employment and training opportunities, and educational programs available to Virginia Veterans and Transitioning Service Members. Developed and maintained a data management system for tracking and reporting data for asset mapping/web portal prototype and gap analyses; developed, administered and reported results of on-line survey instruments; coordinated, co-facilitated, managed/organized qualitative data and reported results of focus groups/structured interviews; report preparation generating all tables and charts for report documents and stakeholder meetings; interfaced with a variety of stakeholders and project contractors.

VIRGINIA TECH Center for Communicating Science   **Data Consultant/**
(2016-present)   **Center Admin Fellow**
Developed and maintain database for tracking and reporting center activities, participant demographics and program evaluation results, producing summary analytics for SFY and Calendar Year end stakeholder reports; also serve in advisory capacity presenting workshops on data management and analytics.

MILLER CONSULTANTS INC   **Data Consultant**
  (2017-2018)

Provided analysis of and analytics for recently administered Sustainability Culture and Leadership Assessment diagnostic (given to 800 employees), an instrument that enables companies to assess the degree to which their culture supports sustainable strategies; on-going work includes developing a master database of existing SCALA data, for comparing and reporting results from over 200 companies.

VIRGINIA TECH Center for Leadership in Global Sustainability   **Data Consultant**
  (2014-2017)

Coordination and revisions to 3 diagnostic tools, managing resulting data and analysis of data; developing reporting templates with charts and data fields; generating 160+ individualized reports for student and program participants each fall/spring.

VIRGINIA TECH Department of Human Development   **Research Associate/**
  (2010-2015)   **Program Evaluation Team Member**

Worked on a 4-year grant funded *Project Evaluation of Smart Beginnings Danville-Pittsylvania School Readiness Initiative* providing technical assistance and project management support. Developed and maintained a data management system for tracking and reporting data for project management and implementation assessment; administering and reporting results of on-line survey instruments; conducting and documenting meetings, focus groups/structured interviews; report preparation for 80+ project documents and deliverables (assisting with literature reviews, editing, formatting and generating tables and charts for report documents); managing Scholar site to organize and track project documents; interfacing with a variety of stakeholders (selected project reports listed on pg. 3 & 4).

VIRGINIA TECH Institute for Policy Governance   **Research Associate/**
  (2009-2010; 2013)   **Program Evaluator**

Working in the same capacity as above, completed a process evaluation of the *Virginia Star Quality Initiative Pilot for Home Providers.* Also created reports for three on-line program evaluation instruments for IPG's Partnership for Self-Sufficiency Program (PSS).

SELECTED REPORTS AND PUBLICATIONS

Nagel, L., Moore, D., **Allen, E.,** Rodgers, S. (2023). *TAP Triennial Community Needs Assessment.* Submitted to Total Action for Progress (TAP) Board of Directors for Greater Roanoke, Lexington, Rockbridge, and the Alleghany Highlands, February 2023, Covington, VA.

Sanchez, T., Nagel, L., **Allen, E.,** & Dunkenberger, M. B (2022). *Fairfax County Redevelopment and Housing Authority Moving to Work Rent Reform Evaluation.*

Allen, E., Dunkenberger, M.B., Nagel, L., Surmanek, C., & Zuniga, R. (2020*). SwiftStart Program Assessment and Summary Report.* Submitted to TAP Director of This Valley Works, Roanoke, VA, May 22, 2020. Blacksburg, VA: Virginia Tech.

Allen, E., Dunkenberger, M.B., Nelson, L. (2019). *Roanoke Valley Collective Response (RVCR) Data Summaries.* Submitted to K. Horn and RVCR Stakeholders, May 6, 2019.

Dunkenberger, M. B., **Allen, E.,** Weaver, L., & Black, S. (2019). Evaluating and Informing the Local Government-Nonprofit Relationship: Cross-Sector Partnerships in Loudoun County, Virginia**.** *Journal of Nonprofit Education and Leadership*, 9 (3), 222-244.

Dunkenberger, M. B., **Allen, E.,** (2018). *Loudoun County Human Services and Nonprofit Capacity Needs Assessment*

Dunkenberger, M. B., **Allen, E.,** & Nelson, L. (2018). *Montgomery County Children's Services Act Assessment Context and Findings Report.* Submitted to Montgomery County Child Services Stakeholders, September 21, 2018. Blacksburg, VA: Virginia Tech.

Dunkenberger, M. B., **Allen, E.,** Nagle, L., & Nelson, L. (2018). *Early Childhood Risk and Protective Factor Mapping in Southwest Virginia.* Submitted to Southwest Virginia Smart Beginnings and United Way, August 3, 2018. Blacksburg, VA: Virginia Tech.

Dunkenberger, M. B. & **Allen, E.** (2017). *Loudoun County Nonprofit Needs Assessment Summary Report.* Submitted to Loudoun County Board of Supervisors, September 12, 2017. Blacksburg, VA: Virginia Tech.

Dunkenberger, M. B., Mead, M., **Allen, E.,** Davidson, C. (2016). *Virginia Veterans Demonstration Project: Transitioning Service Member and Veteran Transition, Employment, Education, Training and Entrepreneurship Asset Mapping and Gap Analysis.* Submitted to VCCS-WDS Veterans Demonstration Project Steering Committee November 15, 2016. Blacksburg, VA: Virginia Tech.

Bradburn, I. S. & **Allen, E.** (2015). *Results of the School Readiness Initiative Smart Beginnings Danville Pittsylvania 2011-2015.* Submitted to Smart Beginnings Danville Pittsylvania June 10, 2015. Blacksburg, VA: Virginia Tech.

Bradburn, I. S. & **Allen, E.** (2015). *School Transition Project: Final Evaluation Report.* Submitted to Smart Beginnings Danville Pittsylvania March 2, 2015. Blacksburg, VA: Virginia Tech.

Allen, E *&* Bradburn, I. S. (2014). *The Smart Beginnings Danville Pittsylvania Virginia Star Quality Initiative Performance Management Data Tracker System.* Submitted to Smart Beginnings Danville Pittsylvania December 1, 2014. Blacksburg, VA: Virginia Tech.

Bradburn, I. S., Dunkenberger, M.B., White, N. M., & **Allen, E**. (2011). *Virginia Star Quality Initiative Family Child Care Home Provider Demonstration Pilot Evaluation Report.* Blacksburg, VA: Virginia Tech.

REFERENCES AVAILABLE UPON REQUEST