

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors. Follow this format for each person.

DO NOT EXCEED ONE PAGE.

NAME (First, Middle Initial, Last): Jane A. Doe

CURRENT POSITION TITLE: Tribal Diabetes Grant Coordinator

POSITION FOR PROPOSED PROJECT: MSPI Project Coordinator

EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.*)

INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(s)	FIELD OF STUDY
Trinity High School, Denver, CO	HS Diploma	2000-2004	
University of Colorado, Boulder, CO	B.A.	2005-2009	Public Health

A. Personal Statement

The goal of the proposed project will be suicide prevention within our New Mexico Tribal community. As the current Tribal Diabetes Grant Coordinator, I serve as the point-of-contact for all the current grant activities. I have experience in conducting the day-to-day operations of a grant-funded project that include but are not limited to overall project coordination, daily communication with tribal community members participating in the project activities, and creation and submission of required reporting documents (progress reports and financial reports). During my service as the diabetes grant coordinator, the project has been successful in completing and submitting our progress reports to the Indian Health Service on-time.

My education in the field of public health and my previous experience as a research assistant allowed me to assist the Project Director with the collection of information, data, and writing for the current MSPI proposal submission. Additionally, I served as a Prevention Technician for the diabetes program prior to serving as the Grant Coordinator. This previous experience allowed me to become familiar with the Tribal community and the daily operations of the diabetes program. I believe this knowledge and experience has allowed the diabetes grant program to be successful.

I have been the diabetes project coordinator for 3 years and I am highly motivated to continue my work with the New Mexico Tribal community. As a result of my previous grant coordination experience with the New Mexico Tribe and my educational background, I believe I am well suited to serve as the MSPI Project Coordinator.

B. Positions and Employment

2006 - 2009 Research Assistant, Division of Public Health, University of Colorado (Boulder)
2010 - 2012 Prevention Technician, New Mexico Tribal Community
2012 - current Diabetes Grant Coordinator, New Mexico Tribal Community