

# Lauren Bottoms



## Professional Summary

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Public health professional with proven leadership, program planning and strong time-management skills. Looking to service populations through public health, epidemiology, health promotion and data collection, management and analysis.

## Experience

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### **Epidemiologist (Cleveland, OH) • Cleveland Department of Public Health MomsFirst Project**

**[November 2017 – present]**

- Monitors and enforces application/documentation standards and documentation libraries
- Researches databases and makes conclusions that are empirically based
- Creates, manipulates, sorts, analyzes and performs queries on databases
- Converts databases into other formats
- Analyzes qualitative and quantitative data from a variety of sources.
- Develops reports on project performance based upon outcome indicators
- Evaluates project progress in attaining programmatic outcomes
- Develops data collection and evaluation procedures
- Monitors data quality and provides regular feedback to users and supervisors
- Analyzes the database with a variety of information technology tools in response to general questions, regular reports, and on-the-spot requests
- Develops, generates, and distributes database reports as needed and composes annual reports
- Develops and provides internal education for department user personnel
- Assists users in developing data processing requirements
- Coordinates implementation of participant satisfaction surveys including activities conducted by interns and volunteers
- Participates in grant writing and reporting
- disseminate monthly and quarterly reports of healthy start benchmarks and performance measures
- Attends local, state and federal meetings and conferences

### **Research and Internship Coordinator (Cleveland, OH) • CWRU Prevention Research Center for Healthy Neighborhoods (PRCHN)**

**[October 2015 – November 2017]**

- Managed local Behavioral Risk Factor Surveillance System (BRFSS)
- Fulfilled data requests from academic and community partners
- Developed reports and databriefs of pertinent PRCHN data
- Created a new BRFSS website on the PRCHN website that provided data to different audiences
- Coordinated and supervised the PRCHN internship training program with over 40 students each year
- Developed internship plan within budget, revised each semester according to funding and project needs
- Collected and tracked relevant training and mentoring program metrics for all interns, students and volunteers, for annual reporting to the Centers for Disease Control and Prevention

### **Graduate Assistant (Akron, OH) • Summit County Public Health**

**[June 2014 - April 2015]**

- Developed an epidemiological birth certificate surveillance reporting system for Summit County
- Conducted data management and analysis of Summit County birth and health data
- Assisted with federal grant development and needs assessment research

- Analyzed research for health and health disparities report
- Collaborated with staff to organize and implement activities in the community for Minority Health Month
- Used social media to promote health department activities
- Applied knowledge of public health concepts

**Administrative Support Systems Assistant (Kent, OH) • Kent State Financial Aid Office**  
**[August 2013 - August 2014]**

- Verified and processed thousands of student records
- Scanned documents and performed high volume data entry
- Completed mail and fax distributions up to 1,000 per week
- Interviewed and trained potential new employees

**Social Media Correspondent (Cleveland, OH) • Howse Solutions**  
**[May 2013 – September 2015]**

- Developed and distributed meeting minutes
- Responsible for social media during important events

**Recruiter Assistant (Kent, OH) • AALANA Student Organization**  
**[September 2011 – April 2013]**

- Collaborated with faculty members to develop student recruiter materials
- Assisted faculty members with logistics preparations for panel and event activities
- Responsible for greeting incoming students and handling tours of the campus

**Research Assistant (Kent, OH) • Dunlosky Cognitive Psychology Lab**  
**[August 2011 - May 2013]**

- Conducted studies with older adults, college students, and elementary students
- Scored and entered data in Microsoft Excel

**Program Administrative Assistant (Cleveland, OH) • Tri-C Freedom Leadership Academy, Freedom Project**  
**[November 2010 - July 2013]**

- Collaborated with team members to develop and facilitate engaging lesson plans for scholars, focusing on mathematics, literacy, and leadership
- Facilitated an integrated reading curriculum with adolescents from 8<sup>th</sup>-12<sup>th</sup> grade
- Organized Freedom Leadership Academy and scholar documents
- Facilitated afternoon activities with staff for adolescents

## Education

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**Masters of Public Health, Epidemiology • Kent State University • Kent, OH**

**[May 2015]**

Relevant Coursework:

- Principles of Epidemiological Research
- Epidemiological Analysis
- SAS Programming and Data Management
- Public Health Administration
- Social and Behavioral Science Theories
- Planning, Implementation and Evaluation of Public Health Programs

**Bachelor of Arts, Psychology • Kent State University • Kent, OH**

**[May 2013]**

Relevant Coursework:

- Public Health Research

- Public Health Policy and Decision Making
- Social Problems
- Biopsychology
- Cognitive Psychology
- Quantitative Methods in Psychology
- Child Psychology

## Skills

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- Proficient in Microsoft Office (Word, PowerPoint, Excel, Publisher, and Outlook), SAS programming and data maintenance
- Excellent communication, time management, problem-solving and interpersonal skills
- Able to relay complex data analysis to lay public
- Various marketing skills using technological programs
- Motivated to learn and easy to work with

## Publications and Publications

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- **Bottoms L.** & Martermus-Peters A. (July, 2017). PRCHN Seminar Series Presents: If We Want to Know, We Have to Ask: The Behavioral Risk Factor Surveillance System. Cleveland, Ohio. Prevention Research Center for Healthy Neighborhoods, Case Western Reserve University.
- Borawski E., **Bottoms L.**, Pike S., Taggart M., Wright N., Osborne A., Freedman D. (May 2016). Fresh Local Produce for All: A Cleveland Success Story. Cleveland, Ohio. Prevention Research Center for Healthy Neighborhoods, Case Western Reserve University.
- Summit County Public Health (2015). Summit 2020: A Quality of Life Project. Health and Health Disparities Report. Akron, OH.
- Acupuncture for Inflammatory Pain and Central Sensitization – A Pilot Study. Phillips, NG., Hershowitz, JS., **Bottoms, L.**, Golianu, B., Angst, MS., Langevin, H. 15<sup>th</sup> World Congress on Pain, Buenos Aires, Argentina, Oct, 6, 2014.