ELIZABETH ALLEN   **Professional Profile**   **November 2019**

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DATA AND PROJECT MANAGER SPECIALIST

Detail-oriented professional with 20+ 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 (Google Forms, Qualtrics).

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, Evaluation of NRVCS CCBHC Expansion (SAMSHA) Grant** overseeing data collection/data entry processes and reporting**;**
- ➢ **Vibrant Virginia Seed Grant: Collaborative Strategies to Reduce SUD in Roanoke City and Pulaski County** designing and maintaining data management and reporting system for tracking and reporting qualitative information gathered during coalition monthly meetings and facilitated work sessions
- ➢ **VHDA Economic Impact Study** managing data sharing between research team and funder and consulting for data analytics;
- ➢ **Fairfax County Rent Reform Evaluation of Moving To Work Program** data management and analytics consulting;
- ➢ **Supporting Healthy Rural Communities through Increased Awareness of Well-being and System Factors Seed Grant;**

Recently completed work:

- ➢ **Montgomery County (VA) Children's Service Act (CSA) Assessment** 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** identifying and regional mapping where children are at most risk for negative health and educational outcomes;
- ➢ **Needs Assessment of Loudoun County Nonprofits**, 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** 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/Center Fellow (2016-present)

Developed and maintain database for tracking and reporting Center activities, participant demographics and program evaluation results, producing summary analytics for 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 of ongoing 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. 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 3 on-line program evaluation instruments for IPG's Partnership for Self-Sufficiency Program (PSS).

SELECTED REPORTS AND PUBLICATIONS

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