

Jessika M. Douglas, MPA, CHES

jessikadoug2@gmail.com

EDUCATION

Augusta University

Master of Public Administration

Overall GPA: 4.0/4.0

May 8th, 2020

Augusta, Georgia

University of Georgia

Bachelor of Science in Health Promotion

Overall GPA: 3.96/4.0

Summa Cum Laude, Zell Miller Scholarship, and Camp Sunshine Scholarships

May 4th, 2018

Athens, Georgia

PUBLIC HEALTH EXPERIENCE

National Environmental Health Association

Writer-Editor/Research Analyst

July 2020-Present

Covington, Georgia (Remote)

- Assist the director of government affairs with a law literature review
- Research public health statistics and facts for the literature review and analyze relevant facts and figures for publishing in the review
- Write and edit sections of the law review
- Serve as a public health expert for the team

Centers for Disease Control and Prevention

Center for State, Tribal, Local, and Territorial Support (CSTLTS)

Public Health Law Program

Legal Epidemiology/Communications and Administration Intern

January 2020-April 2020

Atlanta, Georgia

- Researched and designed data visualization tools for the internal legal epidemiology data system-Public Health Law Information Portal (PHLIP) including both internal and external partner visualizations
- Researched and designed a data visualization tool for the Public Health Law Program (PHLP) and Change Lab Solutions online course-Public Health Emergency Law (PHEL) for external presentations
- Reviewed and edited PHLP and Change Lab Solutions virtual training videos on Law and Epidemic Emergency Preparedness
- Researched and wrote abstracts for COVID-19 webinar trainings regarding public health attorneys and others involved in the public health law response to COVID-19 that are presented by PHLP, the CDC's Center for Preparedness and Response, the National Governors' Association, and the American Bar Association Public Health Attorney Workgroup
- Analyzed and wrote legal reports regarding the state of Washington's COVID-19 law
- Created a database using Excel of state and territory crisis contingency plan laws regarding COVID-19
- Designed scientific presentations on Public Health Law Program (PHLP) team development for professional meetings with the director of CSTLTS
- Prepared presentations to present for the CDC Law Science Advisory Group and to assist in teaching the CDC University PHEL course -both were canceled due to COVID-19
- Analyzed, reviewed, and documented state laws surrounding Medicaid and the Vaccines for Children Program
- Analyzed and evaluated training surveys from 2019 and 2020 PHEL field courses and Public Health Law 101 CDC University courses, and created scientific reports summarizing training surveys from 2019 and 2020 PHEL field courses and Public Health Law 101 CDC University courses
- Wrote an autobiographical article for CDC Public Health Law Program-Public Health Law News April 2020 issue

- Wrote and distributed meeting notes to the PHLP team from the CSTLTS Federal Employee Viewpoint Survey meeting, the Rural Health National Advisory Committee meeting, and the March 18th, 2020 Public Health Competency Model for Attorneys Expert Review Workgroup meeting
- Wrote contract forms for the Partnerships and Outreach Team Lead
- Planned the CSTLTS Public Health Attorney Institute with CSTLTS leaders
- Assisted with CSTLTS budget approval for the Public Health Attorney Institute with CSTLTS leaders
- Inputted line item budget factors and audited budgetary forms for the Public Health Attorney Institute
- Edited for American Psychological Association (APA) formatting “Chapter 1: US Legal System and Sources of Authority for Public Health Laws” and “Chapter 13: The Evolution of Environmental Public Health and the Law” of the soon to be published book *Public Health Law: Case Studies and Concepts for Practitioners*
- Co-authored “Chapter 13: The Evolution of Environmental Public Health and the Law” of the soon to be published book *Public Health Law: Case Studies and Concepts for Practitioners*
- Mentored and led an undergraduate student shadowing the department for a day
- Maintained a Public Trust Clearance level

Centers for Disease Control and Prevention

May 2019-July 2019

Center for Preparedness and Response (CPR)

Atlanta, Georgia

Office of the Director-Professional Development and Analysis Team

Workforce Development Intern

- Planned, managed, and executed a center-wide development and networking event for 22 fellows, students, and interns
- Planned, managed, and executed the catering and room organization for a center-wide employee engagement event for approximately 80 employees
- Evaluated CPR’s internal leadership program survey questions, responses, and program goals for program improvement purposes
- Tracked and analyzed approximately 30+ individuals in CPR student programming for program data management purposes
- Developed a recruitment resources supply log with pivot tables to track 30+ recruiting resources
- Attended meetings, reviewed, and edited workforce development planning and steering committee meeting notes, data, and scientific presentations for dispersal to senior CPR leaders
- Created evaluation templates and recorded student networking event evaluations and hiring event applicant information into a file on SharePoint
- Created and designed an exit interview report template and utilized said template to input 17 exit interviews into a report format
- Communicated weekly with CPR interns, fellows, and work-study students via an email distribution list I created to be abreast of networking opportunities and other CDC events
- Created an external email distribution list and LinkedIn group for CPR interns, fellows, and work-study students to stay in contact with their peers after their CDC experience is over
- Collaborated with team leads and other team members to prepare for a workforce hiring event by organizing and packing all event supplies, set-up the table, and fielded and answered over 25 applicant questions
- Engaged in workforce planning events such as assisting with training room set-up, supply maintenance, and fielded participant questions during two in-person training events
- Mentored two undergraduate students interning in CPR
- Maintained a Public Trust Clearance level

HEALTH CARE AND CLINICAL EXPERIENCE

St. Mary's Hospital Department of Clinical Education

January 2018-April 2018

Outpatient Diabetes Education and Medicare Bundled Payments for Care Improvement (BPCI) Initiative Intern

Athens, Georgia

- Performed patient health needs assessments by using motivational interview techniques with each patient, recording their responses, and discussing their responses with other care team members
- Taught and lead monthly diabetes support group meetings and developed monthly lessons and learning objectives utilizing adult learning theory
- Surveyed and collected responses from diabetes support group members regarding new topics for future meetings, assessed, and analyzed survey results to incorporate into the next month's lesson
- Assessed and analyzed patient health data to better overall patient care at St. Mary's Health Care
- Collaborated with the patient navigator, hospital nurse leaders, and skilled nursing facilities to ensure successful patient care transitions

St. Mary's Hospital Department of Nursing Administration

August 2017-December 2017

Performance Improvement Intern

Athens, Georgia

- Accessed, analyzed, synthesized, and evaluated patient data of a specific health condition for staff performance improvement purposes
- Conducted daily patient health interviews with patients selected for the evaluation study and collaborated with social workers and patient navigators to perform needs assessments for the study patients
- Inputted and tracked patient data in a master Excel spreadsheet for future evaluation purposes
- Directly communicated and collaborated with the vice president/chief nursing officer and the hospital quality improvement team regarding study patient needs and issues
- Researched and developed a resource hand-out of local resources for patients with diabetes

Compassionate Care Hospice Center

February 2016-August 2016

Volunteer

Athens, Georgia

- Established, managed, and developed the corporate hospice remembering book program for children and adolescents of deceased hospice patients
- Conducted a literature review and analysis of adolescent and child grieving processes
- Created and designed flyers and brochures for hospice events
- Compiled and analyzed volunteer data for government reports
- Organized, analyzed, and internal financial spreadsheets
- Provided emotional health support to hospice patients and their families by providing respite care for patient family members

RESEARCH AND NON-PROFIT EXPERIENCE

Augusta University Center for Instructional Innovation

August 2019-December 2019

Graduate Assistant

Augusta, Georgia

- Created and distributed informative flyers regarding Augusta University Certificate of Leadership (COL) Program across the campus
- Tracked and corresponded with approximately 40 current COL students via Excel, Word, and email regarding their status and progress in the program
- Recorded and inputted new and current COL student information into a master Excel spreadsheet to track student progress in the program
- Collaborated with the registrar to enroll students in the COL program and approve students for graduation from the COL program
- Analyzed, researched, and presented a scientific report on other academic COL programs to the director of experiential learning and staff to further our program development
- Assisted staff with video production for website content

- Coauthored a literature review on colostomy bags with key research faculty from across the university to kickstart the university-wide health innovation student challenge

Augusta University

*Office of Experiential Learning and the
Center for Undergraduate Research Scholars*

Graduate Assistant

August 2018-May 2019
Augusta, Georgia

- Presented, communicated with, and engaged undergraduate student interest in the Certificate of Leadership (COL) program in approximately 70 lecture hall and classroom settings (20-70 students) each semester
- Communicated with faculty and students about the benefits of the COL program individually and in group settings monthly to further program development
- Performed daily data analysis using Excel and Chalk and Wire for the Center for Undergraduate Research Scholars (CURS) Summer Scholars Program and the COL program to further program development
- Created annual reports for the CURS Summer Scholars Program
- Evaluated the 2018 CURS Summer Scholar Program by request of the CURS director for 2019 planning purposes and disseminated findings to the director of CURS and her staff
- Judged and graded students' presentations for freshmen introductory classes

University of Georgia Workplace Health Group

Research Assistant

January 2017-June 2017
Athens, Georgia

- Conducted literature reviews on workplace health topics and synthesized the information for the team
- Analyzed and categorized research data for research development
- Prepared equipment for dispersal to field team members

University of Georgia Disability Resource Center Speakers' Bureau

Member and Panelist

September 2016-April 2018
Athens, Georgia

- Assisted students with disabilities in navigating college and college life
- Lead discussions on behalf of students with disabilities with other university students, staff, and faculty members
- Collaborated with university research groups researching ideal classroom settings for students with disabilities

Harvard T. H. Chan School of Public Health

Cancer Epidemiology and Cancer Prevention Intern

June 2016-July 2016
Boston, Massachusetts

- Chosen as 1 of 8 Epidemiology Interns out of an applicant pool of 300
- Conducted a literature review titled "Association of Metabolic Syndrome and Prostate Cancer Lethality" and analyzed literature review results with Harvard research faculty within the Health Professional Follow-Up Study
- Presented research results to esteemed Harvard T. H. Chan School of Public Health faculty
- Attended three graduate-level classes in Biostatistics, Epidemiology, and Social and Behavioral Science and performed coursework analyses with R Statistical Computing Software

PROFESSIONAL ORGANIZATIONS

American Planning Association
American Society for Public Administration
American Public Health Association
Georgia Public Health Association

February 2020-Present
January 2020-Present
January 2019-Present
January 2019-Present

CERTIFICATIONS

National Commission for Health Education Credentialing (NCHEC) – Certified Health Education Specialist (CHES®)	October 20 th , 2018- September 30 th , 2023
Collaborative Institutional Training Initiative (CITI) - Human Subjects Research: Social and Behavioral Research Certification	March 11 th , 2017- March 10 th , 2022

HONORS AND AWARDS

Phi Kappa Phi National Honor Society	April 2020-Present
Pi Alpha Alpha Global Honor Society for Public Affairs & Administration	February 2020-Present
National Society of Leadership and Success	April 2015-Present
Golden Key International Honour Society	January 2015-Present
Delta Epsilon Iota Honor Society	April 2014-Present
Alpha Lambda Delta Honor Society	January 2014-Present

CONFERENCES

Presenter at the South Eastern Conference for Public Administration Emergency Management and Disaster Response Panel “Emergency Management Collaboration: A Systematic Literature Review”	September 5 th , 2019
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PUBLICATIONS

Ransom, M.M., McGowan, A.K., Wise, D.R., Roush, N., Douglas, J., & Keith, P. (In press). Chapter 13: The Evolution of Environmental Public Health and the Law. In M.M. Ransom and L.M. Valladares (Eds.), *Public health law: Concepts and case studies for practitioners*. New York, NY: Springer Publishing Company.

KEY SKILLS

Adult Learning Theory, Assistive Technology, Budgeting, Canva, Conflict Resolution, Critical Thinking, Customer Service, Data Analysis, Delegation, Endnote, Evaluation, GIMP, Leadership, Literature Reviews, Logic Modeling, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Policy Analysis, Power BI, Prezi, Program Planning and Promotion, Public Speaking, Professional Presentations, Research Analysis, R Statistical Computing Software, Scientific Writing, SharePoint, SPSS, Team Player, Technical Writing, Verbal Communication, Written Communication