

MARION AMANDA LAIN

Boulder, CO 80309

(303) 492-2134

amanda.lain@colorado.edu

EDUCATION:

- **Master of Arts**, Sociology, New Mexico State University, Las Cruces, NM. (2004, GPA: 4.0)
- **Bachelor of Science**, Sociology, Western New Mexico University, Silver City, NM. (2003, GPA: 3.9)
- **Bachelor of Science**, Social Science, Western New Mexico University, Silver City, NM. (2003, GPA: 3.9)

SKILLS:

- Proficient in data collection, data cleaning, and data analysis.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal, leadership, and teamwork skills.
- Self-directed and able to work both independently and as a team member.
- Goal-oriented, with critical thinking skills and a strong work ethic.
- Ability to relate to and interact with diverse populations.
- Experience with managing staff, supervising completion of deliverables, and facilitating teamwork.
- Comfortable with Microsoft Word, Excel, Access, PowerPoint, Publisher, and Outlook, as well as SPSS, NVivo, Adobe PageMaker, and BaseCamp.

WORK EXPERIENCE:

Project Director (Senior Professional Research Assistant), Center for the Study and Prevention of Violence, University of Colorado.

Boulder, CO. *July 2018 – Present*

- Manage and direct all aspects of the LifeSkills Training Implementation Project including considerations pertaining to financials, staffing, and official reporting.
- Ensure fiduciary compliance including completion of all budget forms and paperwork; reviewing and approving acceptable financial requests and authorization forms; cross-checking expenses submitted against the grant for accuracy; submitting invoices for payment; scrutinizing financial statements; and, making project-level decisions about allowable services and expenditures.
- Meet personnel-based needs, including ensuring appropriate staffing as well as provisions for suitable training, effective team meetings, comprehensive performance evaluations, and regular, supportive, feedback.
- Maintain regular contact with the grant funder and provide prompt, thorough, and accurate response to questions, requirements, and requests.

Project Manager (Professional Research Assistant), Center for the Study and Prevention of Violence, University of Colorado.

Boulder, CO. *July 2015 – July 2018*

- Provided managerial oversight and guidance to 10 staff members involved with the LifeSkills Training Implementation Project, including training new and existing staff, leading team meetings, completing performance evaluations, editing reports, and making site-level decisions about allowable services and expenditures.
- Maintained regular contact with the program developer.
- Synthesized data to provide the funder with an annual report detailing successes and challenges with implementation.
- Coordinated and executed district-level meetings to formally present information on the grant and program.

Field Representative (Professional Research Assistant), Center for the Study and Prevention of Violence, University of Colorado.

Boulder, CO. *July 2010 – July 2015*

- Assisted grantee school districts to implement the LifeSkills Training Program by providing grant and program information, communicating with school personnel, and coordinating and attending training.
- Conducted annual site visits to greater understand implementation processes across districts, as well as hear the challenges and successes from the perspectives of observers, teachers, and administrators.
- Organized regional sustainability workshops and strategize sustainability opportunities with districts.
- Analyzed data to provide a written report of challenges, successes, and recommendations to grantees.

External Evaluator, New Mexico Alliance for Minority Participation, New Mexico State University.

Las Cruces, NM. *March 2005 - May 2010*

- Evaluated the Alliance for Minority Participation's Bridge to the Doctorate Program, funded by the National Science Foundation, to determine if the program was effectively transitioning underrepresented students through master's degrees to doctoral programs.
- Designed intake and exit interviews, annual surveys, and focus groups for Program students.
- Conducted interviews, surveys, and focus groups with students and faculty.
- Analyzed the results of data collected using SPSS, NVivo, and Excel to write evaluation reports, inform grant proposals, and provide recommendations to the Program.

Research Associate, Commission on Professionals in Science & Technology

Washington, DC/Las Cruces, NM. *October 2009 - March 2010*

- Analyzed new and existing science, technology, engineering, and math data from national databases and reported findings in technical articles and formal reports.
- Facilitate evaluation of a program that encourages underrepresented minorities to enter college and major in science, technology, engineering, and math fields by interviewing key stakeholders and staff.
- Conducted literature reviews and wrote technical articles for publication.
- Provided support for project management by organizing files, uploading all documents into BaseCamp (an online database), and writing a user's manual for the application.

Director of Prevention and Education, Camino de Vida Center for HIV Services.

Las Cruces, NM. *January 2005 - October 2009*

- Responsible for the oversight of the program including management of deliverables, development of reports, supervision of project staff, and writing grants for continued support.
- Providing HIV education, presentations, and training to the general public as well as individuals and groups who were at-risk, infected, and affected by HIV and STDs.
- Conducted HIV testing, counseling, and referrals using the rapid and conventional HIV tests.
- Other titles held include: Research Assistant, Clinical Assistant, Program Evaluator, and Education Coordinator.

Intern, La Casa Domestic Violence Shelter.

Las Cruces, NM. *June 2004 - November 2004*

- Completed an evaluation of La Casa's Children's Program by observing children in multiple settings and analyzing behavior over time for reduced instances of violent interactions and improved socialization.
- Conducted a literature review to gain understanding of domestic violence and child abuse.
- Designed and conducted interviews with the children's mothers regarding their experiences with the Children's Program.
- Analyzed data to write the internship report and provide recommendations to the Program.

PUBLICATIONS & ACHIEVEMENTS:

Lain, M.A., Valverde, M, & Frehill, L.M. (2007). Late Entry into HIV/AIDS Medical Care: The Importance of Past Relationships with Medical Providers. *AIDS Care*, 19(2), 190-194.

Member of Who's Who Among Executives and Professionals, 2006-2007.

Member of Who's Who Among American Colleges and Universities, 2002-2003.

REFERENCES: Available Upon Request