

Mirthala L. Santizo

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QUALIFICATIONS SUMMARY:

- **Program Evaluation** – Conducted program evaluations using qualitative, quantitative and mixed-model research methods. Methods included using secondary data (surveys, US Census, CA Department of Education, etc), creating surveys, and conducting individual and focus group interviews. Performed data analyses using SPSS and Excel.
- **Budget Analysis and Fiscal Forecasting** – More than five years of experience conducting budget analyses and fiscal forecasting by researching and analyzing current and future year budgets, personnel shifts and programmatic/study changes.
- **Policy Analysis** – Conducted policy analyses by researching and analyzing policies, committee hearings, budgets, budget analyses, cost-benefit analyses and interviews.
- **Communication/Teamwork** – More than eight years of experience working with public and nonprofit organizations at the local, state and federal level. Have worked independently and in a team setting. Also, have led and participated in team projects.

EDUCATION:

- **Master of Public Administration**, emphasis in Policy Analysis
San Francisco State University, San Francisco, CA – December 2007
- **Bachelor of Arts, International Relations**, emphasis in World Trade and Development
University of California, Davis, Davis, CA – December 2001

WORK EXPERIENCE:

Research Service Analyst III, Center for Imaging of Neurodegenerative Diseases, SF, CA (4/07 – present)

- Conduct contract and grant administration for several Principal Investigators (PIs) in a federal-, foundation- and industry-funded Radiology research site.
- Conduct fiscal analyses and evaluations of federal grants, foundation awards and multiple clinical trial contracts. Analyses and evaluations involve researching and collecting budgetary and contract data, creating revenue and expenditure reports, preparing all non-technical statistical reports and conducting monthly fiscal reconciliation and yearly projections. Make fiscal and programmatic recommendations to PIs based on performed analyses.
- Pre-award grant management: develop grant proposal applications, create budgets and oversee submission process through final negotiation of award.
- Post-award management: track payroll and expenditures, conduct FTE breakdowns of staff, prepare administrative and fiscal portions of progress reports, and prepare close-out and final spend down of all awards.
- Budget and Financial management: approve and monitor all grant transactions, monitor financial ledger reports, perform budget revisions, and comply with agency and campus policy.
- Create Standard Operating Procedures with the collaboration of the Research Service Analyst team.

Fiscal Analyst, HIV Research Section/SF Dept. of Public Health, San Francisco, CA (12/04 – 5/07)

- Created and analyzed all budgets/contracts for a federally-funded HIV Vaccine Research Site. Used organization flow and cost analyses for decision making of all budgets, which include creation and analyses of visit flow charts, FTE breakdowns, expenditure forecasting and payment flow charts. Performed analysis of future budget scenarios to provide Principal Investigator and Directors.
- Created complex budgets that have a different breakdown of studies and funding. Maintained and administered all budgets/contracts. Created visit schedules for each program/study to forecast expenditures.
- Led the grant application processes for all Principal Investigators and Directors of the HIV Research Section.
- Worked with Deputy Director and HIV Research staff to write proposals and create budgets for competing and noncompeting proposals. Created and wrote budget portions of subcontracts for the AIDS office of the San Francisco Department of Public Health.
- Worked with Research staff and PHFE Management Solutions, a non-profit fiscal administrator, to complete all progress reports and maintain grants for Centers for Disease Control and Prevention, National Institutes of Health and other private funders.

Fiscal Specialist, Bay Area Academy/San Francisco State University, San Francisco, CA (4/02 – 1/05)

- Executed all fiscal duties for a regional child welfare training academy. Created internal fiscal tracking spreadsheets. Created and analyzed quarterly and half year reports for fiscal forecasting.
- Analyzed grant contracts and fiscal forecasting to rebudget projects.
- Contributed as a regular member of the Executive Team to make fiscal and programmatic decisions. Worked with the Academy's Principal Investigator, Director and University's pre-award section on the proposal stage for all Academy budgets and contracts. Supervised student assistant.
- Created Academy's fiscal and other guidelines and policies. Informed and taught staff about new policies and procedures. Informed staff about any new university policies that are not fiscal related.

Project Assistant, Bay Area Academy/San Francisco State University, San Francisco, CA (1/02 – 6/02)

Office Assistant, California Budget Project, Sacramento, CA (7/99 –6/01)

COMPUTER SKILLS and TRAININGS:

Computer Skills: Proficient with PC and Macintosh computers
Programs: Microsoft Office Professional (Excel, Word, Access, PowerPoint, Outlook), EndNote, SPSS, Adobe Acrobat, PageMaker and PhotoShop, PeopleSoft.

Trainings: - How to Manage Clinical Trial Finances, Clinical Research Site Training, April 2007
- Fundamentals of Program Planning: A Skills-Based Course for STD/HIV Prevention Providers, California STD/HIV Prevention Training Center, April 2005

References and Work Samples Available Upon Request