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Jordan Lashley, M.A.

EDUCATION

M.A., Mississippi State University, English Linguistics and Literature, 2013

B.A., Mississippi State University, English Literature, 2011

OVERVIEW

Ms. Lashley manages the organizational administration of PRG, including all human resources, bookkeeping, accounting, and general administrative duties. She oversees PRG's internship program; manages and creates new content for PRG's website; manages administration of PRG's SharePoint/Office environment; manages copy-editing for reports and manuscripts for publication and works with research analysts and directors for the coordination of and preparation of grant proposals.

PROFESSIONAL EXPERIENCE

- 2016 – Present Operations Manager, *The Policy & Research Group*, New Orleans, LA
- 2015 – 2016 Operations Coordinator, *The Policy & Research Group*, New Orleans, LA
- 2014 – 2015 Research Administrative Assistant, *The Policy & Research Group*, New Orleans, LA
- 2014 Ophthalmic Access Assistant, *Ochsner Medical Center*, New Orleans, LA
- 2011 – 2013 Instructor *Composition*, *Mississippi State University*, Starkville, MS

PROJECT EXPERIENCE

Investing in Innovation, 2016-2020, Center for Supportive Schools, funded by U.S. Department of Education. Role: Data Collector. Duties: Conducted in-person data collection for a randomized controlled trial on a peer mentoring program, with a total sample size of 1,536 9th grade students across six schools in rural North Carolina.

Teen Pregnancy Prevention Program, 2015-2020, Center for Supportive Schools, funded by U.S. Department of Health and Human Services, Office of Adolescent Health. Role: Data Collector. Duties: Conducted in-person data collection for a randomized controlled trial on a peer mentoring program, with a total sample of 1,523 9th grade students across 18 schools in North Carolina and New York City.

FUNDED PROPOSALS

U.S. Department of Health and Human Services, Office of Population Affairs: *Rigorous Evaluation of Momentary Affect Regulation – Safer Sex Intervention (MARSSI): Teen Pregnancy Prevention for High-Risk Young Women with Depression*. \$999,999. Grantee: The Children's Hospital Corporation. Award Number: TP2AH000076-01-00.

U.S. Department of Health and Human Services, Office of Population Affairs: *The Juvenile Justice-Involved Youth (JJIY) Innovation and Impact Network*. \$930,680. Grantee: The Policy & Research Group. Award Number: TP2AH000070-01-00.

U.S. Department of Health and Human Services, Office of Population Affairs: \$2,066,100. Grantee: Eyes Open Iowa. Award Number: TP1AH000217-01-00

General Services Administration: *Professional Services Schedule*. Contractor: The Policy & Research Group. Contract Number: 47QRAA18D009B.

U.S. Department of Health and Human Services, Office of Adolescent Health: *Teen Pregnancy Prevention Program*. Contractor: The Policy & Research Group. \$4,673,217. Award Number: 90AP2679-01-00.

U.S. Department of Health and Human Services, Administration for Children and Families: *Personal Responsibility Education Program Innovative Strategies*. Contractor: The Policy & Research Group. \$4,873,050. Award Number: TP2AH000036-01-00.

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: *Substance Abuse and Mental Health Services Administration Indefinite Delivery Indefinite Quantity (SAMHSA IDIQ)*. Contractor: The Policy & Research Group. Contract Number: HHSS2832017000611.

Miami Dade College: *Pre-Qualification Selection of Grant Evaluators for Miami Dade College*. Contractor: The Policy & Research Group.

SKILLS

Microsoft Office 365 applications; SharePoint; Grant writing; Technical writing; Business Administration; Operations Management; Business Communications; Organization effectiveness; Human Resources; Copy and content editing; Insurance administration; Information Technology; Process improvement; Client relations