

ALLIE WINKLEMAN TOMLINSON

SENIOR PROGRAM MANAGER

OBJECTIVE

I seek an opportunity to utilize my experience with program management by leveraging my excellent organization, communication, and collaboration skills to become an asset to my team and the community.

CONTACT



606-776-4467



alliemwinkleman@gmail.com



[Click here for my LinkedIn!](#)



Flowery Branch, Georgia 30542

SKILLS

Strategic Planning
Content Development
Relationship Management
Communication
Organization
Health Literacy
Data Analysis
Budget Management
Cultural Competency
Leadership

EDUCATION

Master of Arts Wellness Promotion

Morehead State University
Morehead, Kentucky
May 2018

Bachelor of Arts Health Promotion

Morehead State University
Morehead, Kentucky
May 2017

MANAGERIAL EXPERIENCE

Senior Program Manager - Research Administration

American Heart Association 2022 - Present

- Manage strategic and restricted research initiatives as the managerial lead, ensuring successful reporting, communications, and outcomes.
- Supervise center/network administration and communication activities to ensure efficient and effective operation of networks and other strategic research awards.
- Steward volunteer oversight advisory committees and collaborate with AHA science volunteers to develop documents such as executive summaries, reports, and requests for applications (RFA).
- Coordinate logistics for science meetings, conferences, and webinars for assigned strategic award programs.
- Advise the AHA budgeting process for center networks and other focused research award programs.
- Manage ongoing administrative and financial tasks, including coordinating financial information, analyzing and monitoring budgets, and auditing financial reports.
- Serve as a liaison with other AHA departments, including finance, legal, technology, and communications, to ensure compliance with AHA policy and mission.

Program Manager

Georgia Prevention Project 2020 - 2022

- Provided support, input, and feedback on planning and implementation for College Prevention Partnership, Teen Advisory Council, and Substance Education Training programs.
- Led and supported other team members and Georgia Prevention Project internship programs.
- Participated in coalition meetings in different communities in order to build relationships and further improve prevention efforts among community members.
- Generated marketing materials, composed and edited prevention focused videos, and managed various social media outlets including Facebook, Instagram, TikTok, and Twitter targeted at high school students, undergraduate students, graduate students and community members, increasing the reach and influence of Georgia Prevention Project.
- Created and distributed monthly blog posts and electronic newsletters to specific college partners.
- Generated, implemented, and collected qualitative and quantitative survey data as well as constructed a creative annual report based on the collected survey data to share with stakeholders.

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VOLUNTEERING

Kappa Delta Chapter Advisory Board

University of North Georgia

January 2022 - Present

CERTIFICATIONS

Criteria Certified Preventionist

The Prevention Credentialing Consortium
of Georgia, Inc. (PCCG)

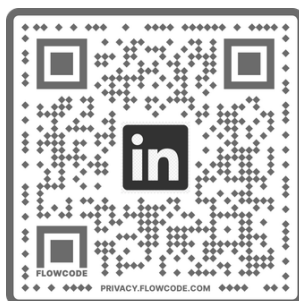
January 2020

AWARDS

Outstanding Department of Kinesiology, Health, & Imaging Sciences Undergraduate Student Award

Morehead State University
College of Science

May 2016



ADMINISTRATIVE EXPERIENCE

Program Coordinator

Georgia Prevention Project

2017 - 2022

- Managed nine and additionally established three unique university programs focusing on the awareness of the nonmedical use of prescription drugs on college and university campuses.
- Created virtual program content and materials including a virtual training, facilitator's guide, and interactive activities.
- Led trainings and presented valuable and timely information to a variety of university and college campuses for higher education students at the undergraduate and graduate level.
- Implemented secondary programs including social media campaigns to further awareness of the main programs' initiatives.

INTERNSHIPS

Community Health Education Associate

Blue Ridge Area Health Education Center

Spring 2017

- Provided consistent and outstanding customer and client services through a variety of communication methods and served as the point of contact for multiple programs and events.
- Created, distributed and organized important program information among co-workers and program leaders, as well as to students, parents and community leaders.
- Presented important health career-related information across multiple grade levels, both in large tabling events and direct classroom settings.
- Generated marketing materials and managed various social media outlets targeted at high school students, college students, and community leaders.
- Researched, wrote, and managed multiple grants aimed at increasing the capacity of health career and education programming.

Health Informatics

Northeast Kentucky Regional Health
Information Organization

Summer 2015

- Served as direct administrative support for the Executive Director and other staff for meetings, document preparation and operations.
- Provided programming and meeting support through document creation, editing and review.
- Cross-referenced multiple government and US Census Bureau websites, generated a list of potential health care partners and managed the data entry of the relevant information.
- Utilized a variety of office equipment, technology and software, including Microsoft Office applications and internet-based presentation services.