

D'Andra Bradford Odom

10028 Savannah Jane Lane ♦ Baton Rouge, LA, 70817 ♦ Cell (318) 914-1199

dandra.bradford@gmail.com

<https://www.linkedin.com/profile/view?id=81806875>

PROVEN PROFESSIONAL SEEKING CAREER AS A POLICY ANALYST

- ♦ **Proven Professional with 5+ years of experience in**, but not limited to: Policy Writing, Grant Management, Federal & Local Law, and Community Programs.
- ♦ **Whatever it takes spirit**, with the ability to learn quickly, perform with minimum supervision and a desire for success.
- ♦ **Strong analytical skills**, with a keen sense for problem solving. Calm disposition under situations of stress, and ability to demonstrate an executive presence in any environment.
- ♦ **Highly Efficient**, with demonstrated ability for organization, attention to detail and adherence to deadlines.
- ♦ **Articulate**, with excellent interpersonal, written, communication and presentation skills.
- ♦ **Self-Directed and Flexible**, with success in adapting to change and performing confidently in a fast-paced, high pressure setting.

PROFESSIONAL SKILLS

- | | | |
|---------------------------|----------------------------------|---------------------------------|
| ♦ Effective Communication | ♦ Government Contracts | ♦ Judgment & Decision Making |
| ♦ Relationship Building | ♦ Healthcare Policies | ♦ Regulations |
| ♦ Research & Reporting | ♦ Time Management & Organization | ♦ Analytical Thinking |
| ♦ Strategic Planning | ♦ Training and Development | ♦ Problem Solving & Researching |
| ♦ Federal / State Laws | ♦ Legislative Affairs | ♦ Management & Leadership |

PROFESSIONAL WORK EXPERIENCE

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS — BATON ROUGE, LA Minority Outreach Director, 2013 — Present

- ♦ Assist Executive Director in developing cultural and linguistically appropriate resources for the purposes of promoting overall health in minority communities.
- ♦ Oversee and serve as the lead for all aspects of BMHA's grant process to ensure compliance, maintain budget, incorporate best practices, and maintain all standards are met.
- ♦ Develop and implement programs and activities for the purpose of promoting community ownership of health promotion.
- ♦ Serve as the liaison between the Bureau of Minority Health Access and the Louisiana Office of Public Health.
- ♦ Consult with internal and external partners to build cultural awareness among Community and State leaders.
- ♦ Develop and maintain grant agreements and MOUs pertaining to mini-grants from the Bureau of Minority Health Access (BMHA).
- ♦ Perform the responsibilities of other positions as needed.

RFL: Seeking position that will allow me to utilize my knowledge, skills, and abilities as a Policy Analyst.

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS – HEALTH PROMOTIONS TEAM — BATON ROUGE, LA

Lead Policy Analyst / Legislative Liaison, 2010 — 2013

- ◆ Lead policy analyst responsible for evaluating public policy initiatives for Louisiana Department of Health and Hospitals' Community Transformation Grant Program (CTG).
- ◆ Coordinated, monitored various programs and contractual agreements, such as Chronic Disease Prevention.
- ◆ Ensured the use of broad evidence and practice-based policy, environmental, programmatic, and infrastructure changes in Louisiana.
- ◆ Designed and implemented short and long-term programs, ensuring efficiency and timeliness.
- ◆ Collaborated with local, state and federal partners to research policy issues, advising leadership committee on developments.
- ◆ Supervised and mentored staff, ensuring adherence to company guidelines.
- ◆ Partnered with compliance department to develop and implement internal and external audit processes.
- ◆ Monitored and researched policies regarding regulation, laws, legislation and other.
- ◆ Provided technical consultation and policy interpretation to LTCP staff and various LTCP stakeholders and partners.
- ◆ Drafted policy briefs and media responses, performed research prior to distributing information.
- ◆ Created multiple types of materials/spreadsheets for various purposes such as policy reports and briefs as assigned by LTCP manager.
- ◆ Coordinated community mobilization towards policy change among LTCP and CTG local grantees, and contractors during implementation phase of program.
- ◆ Compiled standard reports, adhoc-reports, and presentations to prepare for committees and meetings.
- ◆ Assisted CTG Program Manager to ensure policy/advocacy strategies supported community transformation grants capacity building plan.
- ◆ Performed other duties as assigned.

RFL: Identified as a promotable employee, and changed positions.

ACADEMIC DISTINCTION FUND — BATON ROUGE, LA

Public Policy Intern, 2009

- ◆ Collected qualitative and quantitative data, tracked legislative bills, and developed a process to disseminate findings.
- ◆ Served as a Lead Writer for the Office of Juvenile Justice and Delinquency Prevention Youth Gang prevention Mentoring Grant (\$500,000), and compiled a High School Assessment Guide.
- ◆ Supervised and mentored high school staff mentors as they completed tasks assigned by Executive Director.
- ◆ Introduced staff members to college readiness programs.

RFL: Finished internship successfully.

LOUISIANA ASSOCIATION OF NON-PROFIT ORGANIZATIONS — BATON ROUGE, LA

Budget Project Public Policy Intern, 2008

- ▶ Participated on various projects such as; State of Working Louisiana (EARN), Public Healthcare, Children's Budget, Workforce Initiative, Living Wage vs. Minimum Wage, and Poverty Day.
- ◆ Tracked bills and amendments during Louisiana Legislative Session.
- ◆ Collected data for project reports and grant applications.

RFL: Finished internship successfully.

EDUCATION & OTHER

SOUTHERN UNIVERSITY A&M COLLEGE — BATON ROUGE, LA

Master of Public Administration, Public Policy, graduated 2009

GRAMBLING STATE UNIVERSITY — GRAMBLING, LA

Bachelor of Science, Computer Information Systems, graduated 2001

Professional Development — Professionalism in the Workplace, Developing Effective Teams, Effective Presentation Skills, Writing for Managers, Effective Communication, Directors for Health Promotion Education: Shaping Policy for Health

Professional Affiliations — American Society of Public Awareness, Grambling University National Alumni Association, Southern University Alumni Association, Southern University Masters of Public Administration Association (President 2008 – 2009), National Summit on Smokeless and Spit Tobacco Steering Committee (Program Committee Chair), Louisiana Office of Public Health Policy Group (Co-Chair 2013), Environment and Health Council of Louisiana (Board of Directors)

Computer Skills — Microsoft Office (Word, Excel, PowerPoint), and Databases