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| **Ana Lita** | alita@globalbioethics.org • LinkedInNew York, NY • (646) 269-0773 |

Summary

Highly accomplished, efficient, and results-oriented person looking to leverage over 10 years of experience in spearheading and developing health and education programs for non-profit organizations. Well-versed in customer service and leading high performing teams, management and support. Excellent interpersonal and communication skills with track record in coordinating with various stakeholders to cultivate leadership and customers’ engagement. Skilled in operations management and financial reporting. Experience with COVID-19 prevention and familiar with immunization practices. Experience with testing and vaccination practices including basic and COVID-19 vaccine-specific information.

**Areas of Expertise**

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| * Customer Service
* Budget Management
* Marketing & Advertising
 | * Program Management
* Strong problem solving ability
* Strong computer skills
 | * Multi-task and negotiation competency
* Operation Management
* Strong Communication Skills
* COVID-19 Admin
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**Languages: (Fluent)** English, Italian, French and Romanian

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|  | **Career Experience** |  |
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**Co-Founder of Health Education Non-Profit Organization**

Global Bioethics Initiative, New York **2011 – Present (part-time)**

* Legally incorporated the organization, appointed board of directors, set-up new bank account/signing procedure.
* Created vision and mission statements, established strong and trusted stakeholder relationships. Designed organization infrastructure and associated activities.
* Trained 85 interns as well as volunteers. Drove brand visibility and identity across various digital platforms, including varied websites and social networking sites, event communication, curricula, and publicity.
* Formulated, initiated, and managed seven international summer programs on health education and ethics
* Project-managed and organized educational health care events for students and health care professionals

**Program Manager**, Appignani Bioethics Center/Program, New York **2004 – 2011**

* Managed day-to-day customer service operations for Center, instituting mission, goals, and agenda for program.
* Oversaw development and planning new educational programs focused on public health, advocacy, and ethics.
* Project-managed events and outreach activities, including crafting marketing and newsletter content. Successfully trained and supervised 5 staff members as well as over 25 volunteers and interns.
* Built strategic partnerships with numerous non-profits, agencies, academic centers, universities, executives, decision makers, stakeholders, cooperated with the United Nations staff and agencies.
* Designed, monitored, and tracked program budget, ensuring adherence to set limits of budget.
* Created and nurtured effective communication within organization. Devised evaluation strategies to monitor performance and determine need for improvements.

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|  | **Education** |  |
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**BA Medical Ethics/ Global Health**

Bowling Green State University, Ohio

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|  | **Fellowships and Awards** |  |
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STATISTICS CANADA - Ottawa, Canada, Canadian Federal Government Grant for Survey Training at Statistics

**References:**

**Dr. Charles Debrovner MD, Fertility Expert NYU Langone Fertility Clinic**

**Honorary President at Global Bioethics Initiative**

Phone: 1 (646) 206 6078

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**Esma Paljevic, EdD, RN, CPNP, FNYAM**, **Nurse Scientist**

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Email: esmapaljevic@gmail.com

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