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|  | Lopez, SabrinaArizona State University, Tempe Campus – 480-431-8606 – Sabrina.k.lopez@asu.edu |
| Summary | I have worked in government for the past 12 years. I have developed skills in leadership; procurement; budgeting; technical writing; policy; legislative analysis and process; compliance; financial, quantitative, and qualitative analysis; program evaluation, monitoring; strategic planning; coalition building; contract negotiation; teaching and coaching; grant and financial management; and many other aspects of public management.  |
| Experience | Grants Evaluation Specialist (GS-12, Step 2, Promoted from GS-11)United States Department of Housing and Urban Development (HUD), Phoenix, AZ (November, 2020 –September, 2023)* Advising and serving as the primary contact for 20 Native American grantees for housing programs funded through federal HUD grants totaling over $102 million.
* Providing grant oversight and providing technical assistance to grantees in the management of financials and in program operations for all HUD programs, providing training where needed to establish compliance or program improvement, and applying enforcement actions and assisting in developing corrective actions when necessary.
* Interpreting Federal, State, tribal and agency laws, rules, regulations, policies and procedures governing programs and activities, assisting agencies in developing compliant policies and procedures.
* Auditing agency financials and programmatic records, and teaching grantees to self-audit, for all aspects of compliance.
* Leading and coordinating visits to grantees for federal monitoring, and conducting monitoring in accordance with federal regulations and agency policy.
* Evaluating federal reports submitted by tribes for compliance, issuing decision letters, and monitoring progress.
* Establishing professional working relationships and coalitions with internal and external customers of varying backgrounds and maintaining these relationships even through necessary enforcement actions.

Policy and Client Resolution Manager (Promotion from Previous)Arizona Department of Economic Security, Phoenix, AZ (January, 2018 –November, 2020) * Statewide program manager for an international and interstate program with responsibility of maintaining financial records for an excess of 800,000 child support and medical support cases, with complicated financials that frequently apply the laws of multiple states or countries, which are reviewable by the courts.
* Developed creative solutions for financial problems facing the agency, using political expertise to persuade the legislature and governor’s office to permit fee increases in an unfavorable political climate.
* Head of the Policy Department, overseeing the development of policy for financials and operations in a complex, multi-tiered program; functioning as the Manager for Administrative Review and Executive Correspondence Units, and the advisor for Training (Manager of Supervisors for 3 Units).
* Used agency data, as well as information gathered through the Executive Correspondence and Administrative Review process to identify and act on opportunities for improvement throughout the Agency by initiating changes to law, policy, procedure, or training where appropriate.
* Reviewing state law to determine opportunities for improvement and authoring legislative proposals.
* Monitoring the legislative process, including bills that might impact the Division of Child Support Services to prepare the Division when necessary, creating policies and procedures to align with changes in law, and advising agency management.
* Establishing professional working relationships and coalitions with internal and external customers, child support colleagues, initiating and responding jurisdictions, tribal governments, courts, Attorneys General, and the Federal Office of Child Support Enforcement.
* Appointed by the Arizona Supreme Court to serve on the Family Court Improvement Committee, which is charged with changing rules, procedure, statute, and guidelines to improve processes for Arizona families.
* Representing the agency in court as an expert witness, in Regulatory Review Council meetings, in public hearings, and with internal and external customers and stakeholders.
* Reviewing and approving all requests for systems programming for the statewide system to determine compliance with agency policy.
* Developed and maintained the online policy manual for the Division.
* Communicating with clients and stakeholders on behalf of the Agency in response to concerns, complaints, and inquiries, including FOIA requests.
* Compiled federal reports and the State Plan, as well as Corrective Action Plans in response to federal monitoring.

Administrative Services Officer II, Assistant Policy Manager (Promotion from Previous)Arizona Department of Economic Security, Phoenix, AZ (October, 2017 – January, 2018) * Managing the Policy and Procedures Unit and determining the scope and depth of work.
* Interpreting Federal, State, and agency laws, rules, regulations, policies and procedures governing programs and activities.
* Monitoring the efficiency and effectiveness of operations.
* Setting expectations, overseeing workflow, hiring, training, and mentoring policy writers.
* Evaluating employee performance.
* Developing policy, procedures, grant proposals, and guidelines related to child support services.
* Maintaining the state plan, official records and documents, and ensuring compliance with organizational policies as well as State and Federal law.
* Establishing professional working relationships with internal and external customers, child support colleagues, stakeholders, initiating and responding jurisdictions, tribal governments, courts, Attorneys General, and the Federal Office of Child Support Enforcement.
* Using qualitative and quantitative data regarding performance measures and policy analyses to initiate and assess the effectiveness of changes to policy and procedure.

Low Income Home Energy Assistance Program Coordinator (Lateral Transfer)Arizona Department of Economic Security, Phoenix, AZ (July, 2016 – October, 2017)* Coordinated with Community Action Agencies to administer program services, creating and maintaining a coalition aimed at reducing the burdens of poverty.
* Managed projects, including technology-related and policy implementation tasks, and assumed primary administrative responsibility for three public assistance programs.
* Provided technical assistance and training to Community Action Agencies and ensured compliance with Federal and State policies through monitoring and casefile audits.
* Allocated funding, approved contracting agency budgets, and tracked and approved grant expenditures for one State and two Federal grants, totaling approximately 30 million annually, and maintained appropriate grant spending levels.
* Developed policies for Low Income Home Energy Assistance, Short-term Crisis Services, and Neighbors Helping Neighbors Programs
* Developed a new funding formula for programs in order to achieve program goals.
* Hosted public hearings for the development of the annual LIHEAP State Plan.
* Authored or assisted with authoring/amending contracts for 13 service providers, 2 systems contracts, and 5 vendor data sharing agreements.
* Collected, analyzed, and compiled data for federal reporting.
* Developed and maintained internal performance measures in line with federal performance measures to track progress, analyzed and compiled performance measure data to create a monthly scorecard.
* Interpreted and implemented Federal and State law.
* Assisted in the negotiation of contracts for a statewide application processing and data system.
* Selected and trained program staff with the spirit of program goals and needs of the community in mind.
* Used qualitative and quantitative data regarding performance measures and policy analyses to initiate and assess the effectiveness of changes to policy and procedure and funding allocations.
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|  | Policy Writer/Human Services Program Development SpecialistArizona Department of Economic Security, Phoenix, AZ (September, 2015 – July, 2016)* Assumed primary responsibility for the implementation of Federal ABAWD regulations for the State of Arizona.
* Analyzed Federal and State law in order to write, edit, and disseminate policy to staff and the public for the State of Arizona’s Medicaid, Nutrition Assistance, and Cash Assistance Programs.
* Advised or created training, and advised systems programming on a statewide level to ensure compliance with federal and State law.
* Compiled Federal reports and waiver requests.
* Advised executive leadership.
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|  | TeachNOLA 2014 Teaching Fellow, 4th and 5th Grade Science and Social Studies TeacherMildred S. Harris Elementary School, Bridge City, Louisiana (May, 2014 – October, 2015) * Assumed primary teaching responsibility for all 4th and 5th Grade Science and Social Studies classes in a highly impoverished area just outside New Orleans.
* Supervised support staff.
* Implemented new State and Federal guidelines and educational policies and worked with families and support staff to assist them in understanding the new requirements.
* Used data to lead teaching strategies and assess performance.
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|  | Graduate Research Assistant University of New Orleans, Center for Hazards Assessment, Response, and Technology (CHART), New Orleans, Louisiana (September, 2011– August, 2014)* Managed several outreach projects and was responsible for community education and outreach activities as well as research projects completed under several grants, including grants from FEMA, GOHSEP, NOAA, NIH, local governments, and private companies and individuals.
* Wrote grant applications for several of our projects and potential projects, which were submitted to NOAA, NIH, FEMA, and GOHSEP, as well as private companies and local governments.
* Researched public policy in relation to disasters.
* Co-authored a book chapter in a textbook on hazard mitigation.
* Guest lectured on international legal aspects of disasters.
* Hosted several national conferences.
* Worked on projects aimed at increasing Universities’ resilience to disasters.
* Achieved collaboration between the public and private sectors, including Federal, State, and local governments, as well as businesses and universities in order to improve mitigation and recovery related to disasters in Louisiana.
* Compiled annual reports to funding agencies, including those for financials.
* Conducted surveys and led projects requiring qualitative and quantitative analysis of data.
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|  | Secondary Employment--Adjunct Professor, Master of Public Administration ProgramGrand Canyon University, College of Humanities and Social Sciences, Phoenix, AZ October, 2017 – Present Responsible for teaching graduate-level Public Administration courses, including Economics for Public Administrators, Public Governance, Public Budgeting and Financial Management, Intergovernmental Relations, Policy Studies, Politics in Public Administration, Public and Nonprofit Management, and Law and Administrative Process.Other Experience * Assisted in the creation of a strategic plan for the Master of Public Administration program at Valdosta State University, which assisted the Graduate School in obtaining NASPA accreditation, 2020
* Elections Commissioner, St. Tammany Parish, State of Louisiana, 2009-2013
* ASPA National Conference Volunteer Coordinator, Host Committee, 2013
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| Education | D.P.A, Public Administration (All but Dissertation)Valdosta State University, Valdosta, GeorgiaAnticipated Graduation, May, 2024Coursework focuses on government administration, public policy, law, and how all of these affect impoverished populations and minorities. Coursework requires doctoral candidates to demonstrate ability to create a research design and analyze data to determine the effects of public policy and create solutions to policy problems, as well as predict their effects, in order to improve specific aspects of governmental operation.Ph.D. Coursework, Political Science, Public Policy and Public LawUniversity of New Orleans, New Orleans, LATransferred to Valdosta with 9 Credits Remaining due to conflicting job requirements.Coursework focused on government administration, public policy, law, and how all of these affect impoverished populations and minorities. Demonstrated ability to create a research design and analyze data to determine the effects of public policy and create solutions to policy problems, as well as predict their effects. |
|  | M.P.A. Public Administration, State and Local Government, Public LawUniversity of New Orleans, New Orleans, LAMay, 2013Coursework focused on government administration and the interactions of the various levels of government in the application of the law and public policy. Attended courses on public budgeting, administrative behavior, human resources administration, etc.  |
|  | B.S. PsychologyUniversity of Phoenix, Phoenix, AZApril, 2011Coursework focused on biological and learned aspects of human psychology, including social behavior and occupational psychology.  |
| Publications/Presentations | Farris, M., Lambeth, T., Freeman, S. (2015). “University and Nonprofit Roles in Disaster.” In *The Private Sector’s Role in Disasters: Leveraging the Private Sector in Emergency Management*. Jerolleman, A. and Kiefer, J (eds.). CRC Press: Boca Raton.Kiefer, J., Braga, A.H., Mann, S., & Freeman, S. (2013). “Boston Marathon Bombings: Public Safety Crisis Preparedness, Crowdsourced Intelligence Gathering, Social Media & Public Service Collaboration.” *Conference Proceedings, 2013 Southeastern Conference for Public Administration*: Charlotte, NC. |
| Leadership | Served as Chapter Secretary in the Greater New Orleans Chapter of the American Society for Public Administration from 2012-2015Served as an officer in Pi Alpha Alpha Honor Society at the University of New Orleans in 2013Inducted into Omicron Delta Kappa Honors Society in 2012 as a result of demonstrated academic ability and leadership qualities and activities |
| Honors/Awards | Nominated as a Federal Employee of the Year, 2022Pi Sigma Alpha Honor Society, University of New Orleans, 2014Pi Alpha Alpha Honor Society, University of New Orleans, 2013Omicron Delta Kappa Honors Society, University of New Orleans, 2012Graduated with Honors, University of Phoenix, 2011 |