

# Willow Alber-Martin

## Professional Summary

Driven professional with extensive experience in program coordination and management activities, maintaining documentation and organizational compliance, balancing multiple priorities, coordinating stakeholders, and supporting departmental goals through process management, strong communication, and interdepartmental collaboration. Has an intermediate ability to read and speak Mandarin Chinese

## Education

**University of Illinois, Chicago** Chicago, IL Aug. 22 – May. 25

- Master of Public Health, Health Policy and Administration
- Master of Business Administration, Management and Accounting

**University of Colorado, Boulder** Boulder, CO Jul. 20 - May. 22

- Bachelor of Arts in Molecular and Cellular Biology, May 2022

**New York University, Shanghai** Shanghai, China Jun. 18 - Jan. 20

- Bachelor of Science in Biology, transfer after sophomore year

## Professional Experience

### **Mass General Brigham – *Program Coordinator***

Boston, MA | Mar.26 – present

- Provides administrative support to program leadership.

### **Beth Israel Deaconess Medical Center – *Administrative Coordinator***

Boston, MA | Oct. 25 – Mar.26

- Acts as liaison across Boston Lymphatic Center departments to coordinate appointments, procedures, and clinical activities, enhancing communication and collaboration among departments.
- Coordinates patient scheduling and referrals by updating demographic and insurance information and preparing/maintaining patient records.
- Acquires documentation from external health care facilities to coordinate patient care.
- Acts as first point of contact for patients to the Center, screening calls and providing appropriate direction for patient needs and questions.

### **Building Interdisciplinary Research Careers in Women’s Health - *Program Coordinator***

Chicago, IL | Nov. 22 – Apr. 25

- Planned and managed recurring program activities and timelines to support departmental goals
- Monitored content of NIH grant submissions to ensure program compliance with goals each annual period, aided in the preparation of annual grant report to NIH using eraCommons, and supported leadership for informed decisions.
- Planned and executed annual conference within budget, including facility rentals and expenses for external speakers; analyzed performance metrics for each year to plan for subsequent years, resulting in increasing attendance each year.
- Designed onboarding materials and compiled program documentation to streamline new hire integration.

### **Your Ally Foundation – *Fundraising and Management Consultant***

Boston, MA | Jun. 23 – Sept. 23 and Nov. 24 – May. 25

- Developed a strategic five-year plan and cultivated donor relationships through targeted engagement efforts
- Created hiring guides and onboarding systems to improve recruitment processes
- Collaborated with board members to establish organizational goals and operational strategies
- Facilitated communication among stakeholders to resolve issues and improve program coordination

### **Illinois Public Health Association – *Policy Analysis Intern***

Chicago, IL | Nov. 22 - Jan. 23

- Developed recommendations for strategic HIV mitigation plans for Illinois to enhance public health outcomes.

- Analyzed and provided recommendations for improved HIV screening policies to boost clinic efficiency and patient care.
- Created engaging media to raise awareness on HIV screening, reaching diverse audiences.

### **Core Skills**

- Strategic planning and execution within matrixed environments
- Stakeholder management and cross-functional collaboration
- Policy creation and procedural documentation
- Regulatory compliance and compliance reporting
- Data analysis, evaluation, and reporting
- Process improvement and operational streamlining
- Leadership development and change management
- Pedagogy and educational frameworks

### **Key Projects**

- **Strategic Management Plan** – Your Ally Foundation: Spearheaded a comprehensive organizational growth initiative
- **Illinois Public Health Association HIV Education Campaign** – Nov. 2023: Contributed to public health advocacy through strategic outreach
- **Women’s Health Research Day** – 2023, 2024, 2025: Planned and executed large-scale events fostering interdisciplinary collaboration
- **Midwest BIRCWH Conference** – May 2023: Managed logistics and reporting for a regional conference, ensuring seamless execution

### **Achievements**

#### **Gartner 2025 Illinois Gartner Team Case Competition – *First Place Team***

Chicago, IL | Mar. 25 – Apr. 25

- Analyzed stakeholder needs to recommend data driven solutions
- Efficiently collaborated with new individuals under tight deadlines
- Concisely and thoroughly communicated with executive management and CIOs during presentations

### **Professional Organizations**

- UIC Graduate Student Council • Primary Representative • Sep. 2024 – May. 2025