

**Brandi A. Blackshear, LMSW, MSW**  
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**PROFESSIONAL SUMMARY**

Earned a master's degree while working full-time gaining hands-on experience in administrative functions, research and evaluation, and data analytics.

**EDUCATION**

**Rutgers University** New Brunswick, NJ  
Master of Social Work, May 2020  
Concentration: Management and Policy, Administration, and Research GPA: 4.0  
Master's Level Social Work Licensure

**Rutgers University** New Brunswick, NJ  
Bachelor of Arts-Social Work May 2017

**PROFESSIONAL EXPERIENCE**

**Rutgers University Graduate School of Education- National Institute for Early Education Research** New Brunswick, NJ  
*Research Project Coordinator II* December 2022- present

- Plans for and coordinates the data collection effort in association with 2-3 research and evaluation projects.
- Prepares and delivers trainings for data collection efforts.
- Maintains project documentation in association with early education research projects.
- Conducts interviews for data collection positions as needed.
- Supports other research projects or tasks as needed.

**Johns Hopkins University School of Medicine- Adherence Research Center** Baltimore, MD  
*Research Program Coordinator II*

August 2020- February 2022

- Responsible for ensuring program quality, and adherence to expected study protocol, processes, project goals and timelines.
- Organize and ensure effective interaction with external partners, including the institutional review board (IRB), Boston Children's Hospital, and Cystic Fibrosis Foundation.
- Work independently and with multidisciplinary teams, interact with participants, and site coordinators.
- Participate in participant recruitment efforts of multi-site behavioral studies.
- Train site coordinators and participants on study objectives and engage with participants.
- Obtain consent in-person or via telephone, documentation of informed consent as appropriate, upload in electronic medical record and suitable follow-up.
- Monitor research participants to ensure adherence study protocols.
- Train site staff and study participants on study objectives, processes, and materials while adhering to research regulatory and ethical standards.
- Ensuring that the necessary supplies and equipment for a study are in stock and in working order.
- Oversee overall research program implementation, data collection, timelines, goals and conduct of related tasks.
- Oversee detailed record management for research programs as per FDA guidelines and assist with managing and performing data collection activities, including conducting telephone and in person interviews, administering questionnaires and follow-up.
- Participate in daily meetings with study collaborators and investigators.
- Prepare, submit, and track protocols, amendments, and related documents relevant to appropriate Institutional Review Boards.
- Ensure timely accomplishment of project tasks and goals with the highest quality.
- Participate in the drafting and editing the data collection manual (s) of procedures.

**Rutgers University School of Social Work** New Brunswick, NJ  
*Research Coordinator* May 2019 – August 2020

- Provide administrative and logistical support to two externally funded projects focusing on substance use prevention research, training, and evaluation.
- Manage all aspects of the grant related to scheduling, program development and implementation, data collection, data entry, data cleaning, data analysis, and report writing.
- Conduct key informant interviews to evaluate program successes, access deviations, and forecast challenges.
- Produce both internal and external reports and data submissions.
- Collect and store sensitive data in accordance to the Institutional Review Board's guidelines for human research.
- Perform quantitative and qualitative analysis of raw data from naloxone trainings using Qualtrics and IBM SPSS Statistics.
- Utilize the Substance Abuse and Mental Health Services Association's (SAMHSA) performance accountability and reporting system (SPARS) to ensure data entry and reporting grant requirements are fulfilled.
- Conduct literature reviews on subjects including: overdose prevention, substance abuse, naloxone distribution pre/post COVID 19 pandemic, live-saving activities amid natural disasters, and community access to naloxone.
- Facilitate communication between key stakeholders, community partners, and interdisciplinary staff.
- Complete daily administrative tasks, including but not limited to: emailing, editing Excel spreadsheets, organizing program documents, scheduling virtual WebEx meetings, and updating electronic files.

**Change Foundation, Inc.**

*Program Development Coordinator, Intern*

Ewing, NJ  
May 2019-May 2020

- Led a task force for the development and evaluation of a faith-based community foundation to address community needs and support local nonprofits.
- Assisted Executive Pastor and department leaders in developing fundraising plans, maintaining donor relationships, and marketing to prospective supporters.
- Developed internal control systems, policies, and procedures to support the foundation's operational success.
- Conducted community need assessments to guide the focus of the financial support to local nonprofits.
- Organized and coordinated community service events and initiatives to build communal rapport and develop a positive organizational reputation.
- Facilitated communication between key stakeholders and staff to guide programming efforts.
- Located federal, state, and local funding opportunities
- Assisted in grant writing, planning, and preparation efforts for two awarded local grants.

**NJ Beyond Beauty Initiative**

*Founder/Program Manager*

Ewing, NJ  
September 2017-May 2019

- Facilitated 12 beauty and self-care workshops for over 50 women in transitional and supportive housing programs for the purpose of promoting positive self-esteem, building confidence, and restoring dignity.
- Developed program agendas, organize program activities, and coordinate communications between key stakeholders.
- Supervised and recruit skilled 10 staff members and volunteers.
- Engaged in program and strategic planning to maximize program impact.
- Formed positive relationships with clients, donors, and other constituents.
- Performed process and formative program evaluation to assess areas of improvement.
- Secured a \$5,000 grant for programming and operational support.
- Collected quantitative and qualitative data on homelessness and self-esteem.

**NJ Commission for the Blind and Visually Impaired**

*Case Manager*

New Brunswick, NJ  
May 2017- May 2019

- Supervised and coordinated care for adults with visual impairments and disabilities.
- Performed client intake including psychosocial assessments to create individualized treatment plans.
- Supported clients to ensure immediate needs are met.
- Facilitated group meetings to address mental, emotional, and behavioral challenges.
- Transported clients to scheduled medical, dental, and vision appointments.
- Facilitated communication between agencies to provide wrap-around support to clients.
- Completed daily administrative tasks including but not limited to: producing client case notes, updating treatment plans and reports, creating email templates and organizational documents, and developing Excel spreadsheets.

**Youth Empowerment Services**

*Program Management and Administration Intern*

New Brunswick, NJ  
August 2016 – May 2017

- Assist New Brunswick's youth ages 8-13 in remedying academic and social related challenges enabling them to reach their fullest potential.
- Work with Microsoft and Google software to organize student data and track academic progress.
- Manage groups of students ages 8-16 in a variety of social settings.
- Develop recreational and cooperative activities that promote character building and development of healthy social skills.
- Assess behavioral and emotional needs, making referrals, and communicating with parents to ensure that students are best supported.

### **MEMBERSHIPS & CERTIFICATES**

- Network for Social Work Management, Certificate of Human Service Management- May 2020
- CITI Human Research Certificate 2019
- Excellence in Leadership Awardee- August 2018
- National Association of Social Workers Member- January 2020
- Phi Alpha Honor Society Member- November 2019
- Network for Social Work Management Member- September 2019

### **SPECIAL SKILLS & INTERESTS**

**Technical Skills:** Microsoft Office 365, Google Drive, Email, Spreadsheets, IBM SPSS Statistics, SOFA Statistics (Statistics Open for All), QuickBooks, Internet Explorer, and Social Media.

**Professional Skills:** Administration, Project Management, Grant Management, Writing, Planning, Evaluation, Data Analytics, Organization, Scheduling, Communications, Development, and Interpersonal Relations.

**Personal Strengths:** Team-Player, Leader, Critical-Thinker, Cooperative, Attentive, Organized, Dependable, and Coachable.

**Areas of Interests:** Professional Development, Administration, Evaluation, Data Analytics, Quality Assurance, and Grant Management.

### **PROFESSIONAL DEVELOPMENT**

- University of Maryland, Stages of Change Training 2020
- Rutgers University Continuing Education, Administrative Skills Training 2020
- Rutgers University Geographic Information Systems Training 2020
- Institutional Review Board, Human Research Training 2019
- Princeton Community Works Conference 2019 Attendee
- African American Chamber of Commerce of New Jersey Conference 2019

### **VOLUNTEERISM**

- Rutgers School of Social Work: Center for Violence Against Women & Children Volunteer
- Rutgers Against Hunger Snack Packing Initiative Volunteer
- Habitat for Humanity Volunteer
- Love Fest Homeless Outreach Volunteer