

ARACELI GUTIERREZ

◆aracelig@graterolconsulting.com◆

EDUCATION & TRAINING

BS Business Administration, Concentration: Marketing Research
San Francisco State University, SF, CA, May 2002

Post Baccalaureate Pre-medical Program
California State University East Bay, Hayward CA, June 2008

GEMS-Georgetown Experimental Medical Studies Program
Georgetown University School of Medicine
Georgetown-Howard Universities Center for Clinical and Translational Science-SOAR-Health Program
Howard University Cancer Center, July 2011

LANGUAGES

Fluent in English and Spanish

TECHNOLOGY

Experienced in Mac and PC systems and related programs; Word, Excel, Access, Outlook, FileMaker Pro, Power Point, EndNote, Salesforce, Dreamweaver, SPSS and Photoshop

PREVIOUS WORK EXPERIENCE

June 2005- July 2010

LOCAL EVALUATOR

PUENTES Teen Pregnancy Prevention Collaborative-Marin Department of Health and Human Services-Division of Public Health in collaboration with the University of California, San Francisco and the State Office of Family Planning, San Rafael, CA

Provided technical assistance to PUENTES grantees; composed of local organizations and clinics aimed at building bridges between themselves and the community by providing education, counseling, leadership skills, life skills and peer support. Developed, reviewed and updated grantee data collection tools to capture work plan objective data for local and state-wide fiscal year-end reports as needed. Developed and supported grantee database systems as well as trained grantee members to enter and maintain their data collection efforts. Supported grantees in collection, interpretation and reporting of data. Conducted site visits and interviews with grantees. Worked closely with the PUENTES Program Director in consolidating and reviewing quarterly grantee data and writing bi-annual state reports.

February 2010- July 2010

RESEARCH CONSULTANT

Celia Graterol Consulting and the Marin Community Foundation, Marin, CA

Conducted a policy scan addressing the social determinants of health impacting the underserved and immigrant communities of Marin City and the Canal area of San Rafael in California's Marin County. Research focused on the availability and access to affordable and healthy food in these communities based on existing socio-economic, cultural and logistical barriers. Co-authored a resource guide entitled, "*Improving Access to Affordable Healthy Food: A Resource Guide for Implementing Policy Changes in Marin County*," published as an MCF resource and designed to assist community leaders and potential grantees in developing and implementing a variety of policy changes that address access to healthy food in addition to providing examples of local and national successful efforts.

June 2009- June 2010

RESEARCH CONSULTANT

Medical Effectiveness Research Center for Diverse Populations and Division of General Internal Medicine at the University of California, San Francisco, San Francisco, CA

Worked as a Research Consultant under the direction of the Principal Investigator for the American Cancer Society sponsored study, the "Development and Evaluation of a Colorectal Cancer Video for Latinos".

Recruited Latino men and women age 50-79 to evaluate a culturally tailored, Spanish-language colorectal cancer educational video. Identified eligible participants, obtained informed consent and administered baseline and follow-up telephone surveys in Spanish. Participants were randomized to a control group (usual care) or an intervention group (receipt of the video/DVD and a bilingual educational brochure). The results of this study will help assess the effect of a culturally tailored video to promote colorectal cancer screening among Latinos who are currently screened less often than non-Latino whites.

January 2009-June 2010

ADMINISTRATIVE/RESEARCH ASSISTANT TO DIRECTOR/SENIOR INVESTIGATOR

University of California, San Francisco, Department of Medicine, Division of Hematology/Oncology

Levy Laboratory for Tumor and AIDS Virus Research, SF, CA

Provided administrative and research support for Director/Senior Investigator; prepared NIH research grant applications and renewals; provided manuscript, and journal article assistance for submission and publication. Scheduled research subjects, prepared charts, discussed IRB documentation and entered results into Access database. Assisted in summarizing scientific research findings and preparation of presentations; conducted research article and publication searches online and in the library; performed account reconciliation of expenses for various types of funds, federal and private grants and departmental accounts.

January 2007-January 2009

ASSISTANT TO THE MEDICAL DIRECTOR

Mission Neighborhood Health Center, SF, CA

Worked closely with the Medical Director and departmental Clinical Chiefs on various administrative functions. Conducted year-round clinical chart audits for internal and state reporting purposes. Involved in Section 330 grant analysis, preparation and reporting of audit data; Administration of patient satisfaction surveys and facilitation of pre-natal focus groups. Responsible for assisting clinical departments in generating Quality Management and Board reports. Responsible for provider scheduling and credentialing.

January 2007 – August 2007

EVALUATION CONSULTANT

Canal Community Alliance, San Rafael, CA

Worked closely with the Executive Associate Director on the development and creation of an organizational bilingual Canal community paper and online needs assessment survey. Trained staff members on collection, online entry and interpretation of client survey data. Developed online Logic Maps from program Logic Models for the organization's website.

January 2003 – January 2007

RESEARCH ASSOCIATE

Abundantia Consulting, SF, CA

Facilitated evaluation focus groups and interviews with stakeholders, analyzed gathered data and assisted in the creation of reports and presentations for foundations and grantees. Assisted Senior Associates in digital storytelling projects as well as poster and session presentations for major AEA and APHA national conferences. Created and managed web-based proprietary ProLogic Maps highlighting evaluation findings.

Projects include:

- Marin Community Foundation's Canal Healthy Neighborhood Project
- The California Endowment's Women's Leadership Circles

- Hispanics in Philanthropy's National Evaluation of the Funder's Collaborative for Strong Latino Communities
- The California Endowment's Agricultural Workers Health Initiative- Poder Popular

August 1997-2005

San Francisco State University, SF, CA

Started as a student Research Assistant with the Department of Health Education and Holistic Health and adjoining faculty. Worked on a variety of projects and initiatives and was promoted to increasingly responsible positions. Experience includes assisting authors in the publication of articles, maintaining databases, design, implementation and analysis of evaluation tools and supervision of student assistants; conducting site visits and interviews with grantees as well as conducting initial participant intakes for case management.

Projects include:

- **Worker Occupational Safety and Health Training Education Program (WOSHTEP) for the State of California Commission on Health and Safety and Worker's Compensation.**
- **The California Endowment's Welcome Back Initiative**
- **The California Endowment's Evaluation of the Diabetes Initiative**
- **The David and Lucille Packard Foundation's- Communities 2000 Initiative**

CERTIFICATIONS & MEMBERSHIPS

HUMAN PARTICIPANTS PROTECTION EDUCATION FOR RESEARCH TEAMS CERTIFICATION

National Institute of Health, February 2011

COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI) CERTIFICATION- SOCIAL, HUMANISTIC, BEHAVIORAL RESEARCH WITH HUMAN SUBJECTS

Howard University, June 2011

American Public Health Association Member

American Evaluation Association Member

PRESENTATIONS & PUBLICATIONS

July 2011

"The Behavioral Inhibition System (BIS) and Gene-Environment Factors Associated with African-American (AA) Smoking Behaviors"

Georgetown-Howard Universities Center for Clinical and Translational Science (GHUCCTS), SOAR-Health Program, Washington, DC

June 2010

"Improving Access to Affordable Healthy Food: A Resource Guide for Implementing Policy Changes in Marin County"

Celia Graterol Consulting and the Marin Community Foundation, Marin, CA