

# Ericka E. Klingner

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## Professional Experience

- Research Development Coordinator, University of Iowa, Iowa City, IA.** Nov 2022 - Present
- ◆ Provide programmatic assistance and expertise to assist in the design, planning, promotion, and administration of research development in the College of Public Health.
  - ◆ Identify funding for research and communicate to faculty by conducting targeted searches and developing and distributing a weekly funding announcement.
  - ◆ Design and prepare specialized reports from the UI grant database.
  - ◆ Work with the Associate Dean for Research to develop, coordinate, and administer collegiate research activities.
  - ◆ Prepare collegiate reports for accreditation and gather data for the collegiate strategic plan.
  - ◆ Oversee and maintain the internal funding application system for faculty pilot grant funding programs and administer collegiate research award programs.
  - ◆ Identify university and national research recognition for faculty and staff and assist with preparation and submission of nominations.
  - ◆ Support the Institute for Public Health Practice, Research and Policy with various activities.
  - ◆ Master multiple analytic tools such as Academic Analytics, SciVal, and Iowa Research Online.
- Research Associate (50%), University of Iowa, Iowa City, IA.** Feb 2021- Nov 2022
- ◆ Study manager for a medication deprescribing research study (MEDS) including agenda preparation, budgetary oversight, data collection and management, record maintenance, and ensuring deadlines are met.
  - ◆ Proficiency with RedCap, SharePoint, and PubMed.
  - ◆ Preparation and submission of Institutional Review Board (IRB) modifications, including creating and revising data collection instruments.
  - ◆ Contacting patients (human subjects) eligible for the study.
  - ◆ Certifications in Human Subjects Protections (CITI) training completed.
  - ◆ Preparing introductory and welcome packets for patients.
  - ◆ Assistance with progress reports for the Centers for Disease Control and Prevention and UI advisory group.
  - ◆ Training and supervising graduate and pharmacy students.
  - ◆ Collaborating with MercyOne partners, UI ISRC, and other staff and faculty involved in the project.
- Administrative Services Coordinator (50%), University of Iowa, Iowa City, IA.** Nov 2019- Nov 2022
- ◆ Coordinate and perform administrative support for research and programmatic activities for Dr. Diane Rohlman, Associate Dean for Research.
  - ◆ Preparations for large and small workshops, visits, and various meetings both in-person and by Zoom.
  - ◆ Assistance with grant applications, progress reports and renewals.
  - ◆ Maintaining tracking databases for activities and projects.
  - ◆ Manage multiple duties and project simultaneously while prioritizing and handling frequent changes.
  - ◆ Delivering Make It Ok! presentations on mental health stigma.
  - ◆ Utilization of multiple University of Iowa (and other) systems such as ProTrav, Fleet Services, APR, My NCBI, eRA Commons, etc.
- Administrator, Putnam County Health Department, Unionville, MO.** Nov 2007- Dec 2019
- ◆ Responsible for program oversight and deliverables for all contracts through the Missouri Department of Health and Senior Services.
  - ◆ Managed eight employees and two contract staff including clerical, nursing, and environmental staff who are responsible for implementing programs of the health department.
  - ◆ Prepared and provided oversight for annual budget.
  - ◆ Planned for emergency preparedness on a local and regional basis.
  - ◆ Wrote, revised, and updated policies and procedures and ensuring conformance.
  - ◆ Collaborated with state officials, community partners, and legislators regarding legislative issues and needs of the general public.
  - ◆ Managed home health and in-home nursing services through a contractual arrangement with Serve Link Home Care.

- ◆ Established insurance billing by acquiring contracts with commercial insurance companies to bill for privately purchased vaccine through Transact RX.
- ◆ Monitored all programs for quality assurance.
- ◆ Grant writing highlights: recipient of \$58,000 collaborative NACCHO grant, \$40,000 ACHIEVE grant, \$1.38 million SIM grant and match funding.
- ◆ Awarded the 2014 Missouri Rural Health Champion.
- ◆ Missouri Public Health Leadership Fellow, 2011.
- ◆ Published in the *NACCHO Quarterly Exchange* and *Missouri Livable Streets Design Guidelines*.
- ◆ Presenter at 2013 NACCHO Annual Conference: *Health Improvement in a Rural Community: Overcoming the Odds*.
- ◆ Member of the Advisory Council for Transforming the Future of Public Health in Missouri
- ◆ Presenter at the 2013 MoAlpha Annual Conference.
- ◆ Keynote speaker at the Missouri Foundation for Health convening in the fall of 2014.
- ◆ Presenter for the Midwestern Public Health Training Center: Leadership in Practice, a Digital Exchange, *Using Data a Query System for Public Health Application*, March 2018.
- ◆ Member of the CHIP Optimization Workgroup.
- ◆ Selected by MICH as a pilot project for quality improvement in Missouri.
- ◆ Vital Records Registrar for Putnam County.
- ◆ Implemented a summer internship program in collaboration with Truman State University.
- ◆ Selected to showcase Maternal and Child Health three-year plan and process at regional meeting in 2019.
- ◆ Completed a county-wide community health assessment and updated on periodic basis.
- ◆ Increased annual budget from less than \$400,000 in FY 07 to over \$1,000,000 in FY 13.
- ◆ Built the budget reserve to over \$550,000 in FY 17.
- ◆ Member of the local coalition, Putnam County Partners in Prevention.
- ◆ Founder and member of the Putnam County Parent Advisory Council.
- ◆ Board member of the Unionville Rotary Club, 2019.
- ◆ Board member of the American Red Cross Regional Chapter.

**Prevention Programs Administrator, Preferred Family Healthcare, Kirksville, MO.** Jan 2007- Nov 2007

- ◆ Managed Regional Support Center that provides technical assistance and resources to community-based teams, implements a school-based initiative, and employs specialists to prevent the use of alcohol, tobacco, methamphetamine, and other drugs among Missourians.
- ◆ Monitored Intensive In-Home Services program which provides one-to-one case management of clients who are at imminent risk of having their children placed out of the home.
- ◆ Managed HEALTH staff that were responsible for implementing a 12-county tobacco cessation program in Northeast Missouri.
- ◆ Provided oversight and direction to Drug Free Communities prevention coordinator.
- ◆ Budget preparations and oversight throughout the year for five programs with budgets totaling over \$1 million dollars.
- ◆ Responsible for contract renewals and rebids, as well as soliciting new funding opportunities through grants.

**Prevention Coordinator, Preferred Family Healthcare, Kirksville, MO.** Aug. 2005 – Jan 2007

Maintained prevention specialist duties while managing the following additional responsibilities:

- ◆ Hired, trained, and supervised tobacco educators during the annual merchant education campaign.
- ◆ Developed and submitted the annual internal work plan and the Division of Alcohol and Drug Abuse (ADA) work plan. Monitored the plan's progress and reported final outcomes at year-end.
- ◆ Compiled, reviewed, and submitted monthly work narrative and the annual tobacco report for the ADA.
- ◆ Assembled monthly billing percentage reports and submitted to PFH accounting. Assisted Program Director with preparation and submission of invoice support documents for accounting.

**Prevention Specialist, Preferred Family Healthcare, Kirksville, MO.** Oct. 2003-July 2005

- ◆ Provided training and technical assistance to community coalitions in a nine-county region.
- ◆ Supplied funding and education resources in areas of substance abuse and domestic violence.
- ◆ Prepared and delivered presentations on substance abuse to service groups and students.
- ◆ Networked with mental health providers, federal and state agencies, foundations and businesses.
- ◆ Co-facilitated the submission and receipt of \$100,000 Office of National Drug Control Policy grant.
- ◆ Co-organized and facilitated a two-day Community Coalition Summit on capacity building.
- ◆ Organized and facilitated a two-day *Essentials of Assets Training* workshop for coalition members.

**Brokerage Support Specialist, Iowa Realty, Des Moines, IA.**

Jan.-Sept. 2003

- ◆ Carried out a transformation of the multiple listing service, MLXchange, and then maintained compliance between the two multiple listing services in the greater Des Moines area.
- ◆ Served as the Variety Club Coordinator, assisting in fundraising efforts for underprivileged children with disabilities and illnesses.

**Internship Experience**

**News Broadcaster, WMT Radio, Cedar Rapids, IA.** Summer 2001

- ◆ Originated story ideas relevant to Cedar Rapids and surrounding areas.
- ◆ Conducted field and telephone interviews with city officials and community members.
- ◆ Edited news copy and sound bites on digital equipment in order to record and deliver newscasts.

**Legal Assistant, The Ponds Law Firm, Washington, D.C.** Aug.-Dec. 2000

- ◆ Researched, prepared, and filed pretrial motions and voir dire in Virginia and the District of Columbia federal and state courts.
- ◆ Conducted and attended client conferences, both in office and at correctional facilities.
- ◆ Attended and assisted during court and trial proceedings.
- ◆ Drafted trial exhibits consisting of subpoenas, legal documents, memoranda, and letters.
- ◆ Interviewed clients and interacted with court personnel.
- ◆ Digested transcripts in appellate cases.
- ◆ Contacted and conferred with media outlets, such as ABC 20/20, regarding high-profile cases.

**University of Iowa Correspondent, Iowa City Press Citizen, Iowa City, IA.** Jan.-May 2000

- ◆ Developed weekly story ideas on topics ranging from sweatshop labor to student profiles.
- ◆ Conducted interviews with university officials, students, professors, activists, etc.
- ◆ Researched and wrote weekly articles covering University of Iowa activities.

**International Experience**

**Server, Planet Hollywood, London, England** Feb. 2002-July 2002

**Education**

**University of Iowa, Iowa City, IA.**  
 BA in Journalism and Mass Communication, *With Distinction and With Honors* Dec. 2001  
 Minor: Business Administration

**Additional Training**

Missouri Substance Abuse Prevention Specialist Training, <i>ACT Missouri</i> , Jefferson City, MO.	Nov. 2003
40 Developmental Assets: Training of Trainers, <i>Search Institute</i> , Moberly, MO.	March 2004
Creating Policy and Environmental Change Workshop, <i>ACT Missouri</i> , Jefferson City, MO.	Sept. 2004
The Disease Concepts of Addiction, <i>NCADD</i> , Kansas City, MO.	Nov 2004
Strategic Prevention Framework Training, <i>Division of Alcohol and Drug Abuse</i> , Jefferson City, MO.	July 2006
Excelling as a First-Time Manager or Supervisor, <i>Skill Path</i> , Kirksville, MO	June 2007
ICS/NIMS 100, 200, 300, 400, 700, 800	2007-2008
Mental Health First Aid Training	
Certifications in Human Subjects Protections (CITI) Training	2020
Make It Ok! Ambassador Training	2020

**References**

Available Upon Request