

Sheritha Rayford

Program Manager

Education

MPH, Rollins School of Public Health, 2022

BA, Science: Health and Society Interdisciplinary, Social Science, Health Promotion at Michigan State University, 2019

Professional Experience

Center for Health and Research Transformation, Ann Arbor, MI (February 2022 – present)

- Develop a codebook for qualitative data for various projects for MAXQDA and Excel.
- Assisting in the creation and editing of survey questionnaires to understand impacts and best practices.
- Creating a work plan, logical model, and evaluation plan for projects.

Graduate Research Assistant at Global Alliance for Improved Nutrition (June 2021- December 2021)

- Analyzed qualitative data in MAXQDA for India and Bangladesh gender profiles.
- Created and edited survey questionnaires to understand how gender considerations were adapted within companies' programs in India and Bangladesh.
- Collaborated with country lead and interns to prepare a summative gender analysis report.

Graduate Student Intern at Center Helping Obesity (May 2021- December 2021)

- Created and inputted qualitative data into Microsoft Power BI for visualizations.
- Collected data on monthly mobile food distribution for low-income populations.
- Monitored milestones and deliverables to stay ahead of schedules and proactively spot potential roadblocks.

Graduate Research Assistant at Rollins School of Public Health (October 2020- May 2021)

- Prepared and submitted documents for IRB and developed interview guides.
- Conducted qualitative interviews with school administrators and focus group discussions with essential working parents.
- Established a code book for analysis and analyzed qualitative data in MAXQDA.
- Created two reports and one presentation for data, including action steps.

Medical Billing at Need to Talk (2020 – 2021)

- Applied HIPAA privacy and security regulations while handling patient information.



- Coordinated communications between patients, billing personnel and insurance carriers.
- Reviewed billing reports to ensure proper billing procedures were followed based on federal and state rules and regulations.

Certified Nursing Assistant at Burcham Hills Nursing Home (2018- 2019)

- Collected information about conditions and treatment plans from caregivers, nurses, and doctors to chart data and ensure residents well-being.
- Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
- Documented activities and recorded information in EMR system.

Program Support Intern / Molo Songololo (2019)

- Collaborated with co-interns and the social work manager to come up with fun, educational, and relevant programs for children who are victims of sexual exploitation or violence in Molo Songololo's Victim Empowerment Program (VEP).
- Designed a four-day wellness program to educate children about beauty, physical health, and mental wellness.
- Partnered with fellow interns and the Molo Songololo director to create a fundraising campaign.

Volunteer at International Engagement (2017)

- Engaged with local community through provision of needed maintenance and program assistance to Mexican human services agencies.
- Assisted in raising awareness of cultural characteristics that define US and Mexican societies.
- Provided peer counseling and mentorship for children with disabilities.

Professional Affiliations

- Intramural Emory Global Health Case Competition, Team Captain
- Charles Drew Program, Scholar
- TRIO (Student Support Services), Scholar