

MITCHELL L. SCOGGINS

Internet: email – mitch AT m1s DOT org website – <http://www.m1s.org>

Summary of Qualifications:

- Five years of work experience in developing countries,
- Successful project and program management experience,
- Experienced technical writer for both technical and non-technical audiences,
- Successful grant proposal writer.

Education:

MPH - International Health Policy, George Washington University, December 2003

B.A. - Communication with an emphasis in Journalism, Columbia Union College, May 1999

Employment History:

Children's Special Health Program Coordinator 2007 – Present

Idaho Department of Health and Welfare Boise, Idaho

- Manage Idaho's Children with Special Health Care Needs (CSHCN) Program,
- Manage Idaho's Newborn Screening Program,
- Manage Idaho's Genetic Services Program.

Projects Coordinator 2005 – 2007

ADRA – Madagascar Antananarivo, Madagascar

- Coordinate, under the supervision of the Country Director, the **A**dventist **D**evelopment and **R**elief **A**gency – Madagascar's portfolio of projects in Madagascar with an annual budget of over \$7m per year.
- Supervise and coordinate all grant proposal efforts for ADRA in Madagascar.
- Schedule, review and edit all technical reports, for both internal and external publics,
- Attend, and occasionally coordinate, meetings with donors (USAID, the European Commission, the World Bank and various UN agencies), and with other stakeholders (various government Ministries, other local and international NGOs, and technical working groups).

President and CEO 2002 – 2004

Binary Simplex, Inc. Takoma Park, MD

- Managed the start-up process of this new technology company,
- Coordinated the patent application process serving as liaison between the patent attorneys, the technical team and the company's financial backers,
- Oversaw the development of product demos and promotional materials.

Director of Marketing & Office Manager 2001 – 2002

THC/Technical Services Group Silver Spring, MD

- Monitored various sources (websites, trade journals, and list-serves) to keep apprised of upcoming business opportunities,
- Coordinated deadlines, technical assignments, and submission process for proposal submission in response to requests for proposal,
- Assisted in the non-technical writing of RFP responses,
- Managed the day-to-day operations of the office include the move to new facilities.

Grants Technical Assistant 2001

LTS Services Bethesda, MD

- Seconded to the National Institute of Allergies and Infectious Diseases' Scientific Review Program to assist in the proposal review process,
- Coordinated meeting and travel arrangements for scientific review panels,
- Collected and concatenated reports from individual reviewers into final reports.

- Graduate Assistant** 1999 – 2000
Loma Linda University Loma Linda, CA
- Completed a variety of task, many simple, for the Associate Dean of the School of Public Health,
 - Write two successful research grant proposals resulting in one-year research projects valued at over \$100,000. (Part Time)
- Regional Director, North Albania Program** 1999
ADRA – Albania Kukes, Albania
- Managed ADRA’s food-aid program in North Albania during the Kosovo Refugee Crisis, funded by UNHCR and the World Food Program,
 - Responsible for continuous food distribution to more than 25,000 Kosovar refugees,
 - Managed a staff of ten foreign and over eighty local staff, and a fleet of thirteen distribution trucks,
 - Responsible for operational security of the program in near-war circumstances,
 - Developed new and novel interventions allowing the program to reach more beneficiaries with the same funding levels.
- Office Manager & Assistant to the Producer** 1998
Zone Productions Lakeland, FL
- Hired as a student intern on a feature film project, and later taken on as a full time employee,
 - Managed the start up of operations including finding, renting and setting up an office, establishing merchant accounts with various vendors, and development of partnerships,
 - Became the “go-to guy” for the producer when things needed to get done.
- Development Office Assistant** 1997
Columbia Union College Takoma Park, MD
- Worked, while a student, for the Director of Development completing various general office tasks and occasional writing assignments. (Part Time)
- Office Manager & Lobby Activity Coordinator** 1997
Interreligious Coalition on Smoking or Health Washington, DC
- Completed, as a student, general office tasks including the production of a news letter,
 - Fulfilled more significant duties during 5 months when the organization’s director was out of the office for medical reasons,
 - Had the opportunity to present the organization’s point of view at several events on Capitol Hill including a presentation to a Senator. (Part Time)
- Grant Proposal Coordinator (Student)** 1996
Union College Lincoln, NE
- Did foundation and other proposal prospect research,
 - Assisted in writing efforts during proposal preparation efforts.
- Technical Assistant** 1994 - 1995
ADRA – Rwanda Kigali, Rwanda
- Served a six-month contract, after being transferred from Somalia,
 - Coordinated the delivery of supplies from Kigali into the refugee camps in Goma, Zaire (now DRC),
 - Wrote several successful proposals to USAID-DART and the European Union Humanitarian Office (ECHO) to rebuild ADRA’s program in Rwanda.
- Technical Assistant** 1994
ADRA – Somalia Mogadishu, Somalia
- Served a six-month contract completing logistics and proposal-writing duties.

Other Experience:

Computer Skills

Extensive knowledge of PC computer systems both hardware and software including MS Office and internet applications. Academic training in SPSS and SAS statistical analysis programs.

Editorial

Columbia Union College student newspaper, *The Columbia Journal*: Editorial Staff, 1994. News Editor, 1997.

Volunteer Work

Volunteered with Community Action Interfaith Alliance, an inner-city youth assistance group. 1997.

Spent nine months as a White House Intern in Washington, DC. 1993.

Volunteered for one year as the Job-site Manager for a church-related construction project in Kigali, Rwanda, 1990-1991.

Memberships

Idaho Public Health Association
PADI SCUBA Association

Global Health Council