

MITCHELL L. SCOGGINS

Internet Address: email – mitch (at) mls (dot) org website – <http://www.mls.org>

Summary of Qualifications:

- More than three years experience in MCH and Immunization programming in state government,
- Five years of work experience in developing countries,
- Substantial 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

H.S. - Far Eastern Academy, Singapore, R.O.S.

Employment History:

Program Manager, Idaho Immunization Program December 2010 – Present

Idaho Department of Health and Welfare Boise, Idaho

Direct a staff of ten full time staff who are responsible for all aspects of Idaho immunization program including Vaccines for Children (VFC), the immunization registry (IRIS), provider education, and quality assurance.

Program Manager, Children's Special Health Program June – December 2010

Idaho Department of Health and Welfare Boise, Idaho

Directed a staff of four full time and two part time staff.

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

Program Coordinator, Children's Special Health Program 2007 – June 2010

Idaho Department of Health and Welfare Boise, Idaho

Directed a staff of two full time and between three and nine part time staff.

- 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

- Coordinated, under the supervision of the Country Director, the **Adventist Development and Relief Agency (ADRA)** – Madagascar's portfolio of projects in Madagascar with an annual budget of over \$7m per year.
- Supervised and coordinated all grant proposal efforts for ADRA in Madagascar.
- Scheduled, reviewed and edited all technical reports, for both internal and external publics,
- Attended, and occasionally coordinated, meetings with donors (The United States Agency for International Development [USAID], the European Commission, the World Bank and various UN agencies), and with other stakeholders (various government Ministries, other local and international non-governmental organizations, 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 request for proposal 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.
- 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 The United Nations High Commissioner for Refugees and the World Food Programme,
 - 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.
- 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)
- 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 the Democratic Republic of the Congo),
 - 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. Comprehensive knowledge of DOS and Windows operating systems, and working knowledge of several Linux distributions. 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.

Served nine months in the White House Internship Program in Washington, DC. 1993.

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