

Elizabeth Graham

Influence and improve my community and the world through public service.

SKILLS

Project Management
Leadership
Community Relations
Research and Planning
Public Relations
Non-profit administration and operations
Marketing and Advertising
Social Media Maintenance
Fundraising
Data gathering and analysis
Program Evaluation
Write and Edit documents, spreadsheets and presentations

EDUCATION

Master's of Public Administration
University of Utah 2016

Bachelor's of Science
Business Marketing
University of Utah 2010

CERTIFICATION

Salt Lake County Supervisor Credit Program
Salt Lake County Employee's University 2019

EXPERIENCE

Senior Policy Advisor

May 2016 – Present

Human Services Department, Salt Lake County

Acting-in as Associate Director since August 2020
COVID response - Create, implement, and manage staff redeployment efforts
Manage special projects with all HS divisions
Budget development and management
Gather and analyze data for department program evaluation
Intra- and inter- agency project management and coordination
Grant management and implementation
Policy and program development
Community engagement and constituent support

Senior Policy Advisor

Oct. 2015 – April 2016

Office of Township Services, Salt Lake County

Policy development, program and project management
Inter- and intra-agency coordination
Community Council outreach and support
Public Works, Flood Control, and Township administrative support
Represent and support Director at County Council, Community Councils, and external organization meetings and events

Office Specialist and Constituent Services

Jan. 2015 – Oct. 2015

Mayor's Office, Salt Lake County - McAdams Administration

Manage office correspondence
Work with policy staff to assist in constituent issues
Manage Mayor's special events, public email and other correspondence
Part of External Communications Committee
Research, write and edit documents, spreadsheets, presentations

Constituent Services Representative

Jan. 2013 – Jan. 2015

US Congressman Jim Matheson

Liaison between Utah 4th District constituents, municipalities, businesses, local organizations and the Congressman's Office
Receive and respond to constituent complaints/requests for information
Work with policy staff to assist in constituent issues
Conduct constituent meetings
Plan, manage and represent the Congressman at local meetings, events

Community Relations Specialist

Jan. 2012 – Jan. 2013

Mayor's Office, Salt Lake County - Corroon Administration

Liaison between SLCo Mayor's Office and unincorporated SLCo community organizations and other SLCo departments/ agencies
Community Council Budget Coordinator
Mayor's Office Parade Coordinator
Manage county Communications Committee

Program Director

March 2011 – Present

Reaching Out Worldwide

Plan and supervise annual international service expeditions
Select, train, and supervise student volunteers and adult leaders in group responsibilities and humanitarian objective
Support fundraising collection and fund management