

# Flavia K. Traven

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## SUMMARY OF QUALIFICATIONS:

- More than ten years of experience in higher education working effectively with faculty and students from diverse background; applying creativity and innovation to effectively respond to new situations and challenges
- Extensive knowledge of admission process which includes managing internal database to reporting data
- Experience with PeopleSoft Student Administration and Microsoft Office
- Detail-oriented, ability to research and quickly learn new technologies

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## EDUCATION

**Master of Public Health, Global Health**  
Emory University, Rollins School of Public Health

May 2009  
Atlanta, Georgia

**Master of Science, Research**  
University of the Sunshine Coast  
Major: Nutrition and Physical Activity

December 2006  
Queensland, Australia

**Post-baccalaureate, Nutrition and Physical Activity**  
Universidade do Estado do Rio de Janeiro

August 2002  
Rio de Janeiro, Brazil

**Bachelor of Science, Food & Nutrition Science**  
Universidade Santa Ursula

January 2000  
Rio de Janeiro, Brazil

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## PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- Introduction to HTML5 - Issue Feb 2021. University of Michigan - Certificate [HERE](#)
- Instructional Designer and e.Learning Certification (60 hours), University of Georgia, November 16, 2018.(Final project posted [HERE](#))
- American Dietetic Association (ADA) – International Member (# 1068812) – since 2016

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## PROFESSIONAL EXPERIENCE

**The Hubert Department of Global Health**  
Emory University  
*Associate Director of Academic Programs*

January 2016 - present  
Atlanta, GA

- Manage and coordinate the entire admission process for the department, which consist of reviewing 500-550 applications uploaded into [CRM](#) system (Slate), making final decisions and uploading information into an internal database system. Also, responsible for providing one-on-one training for faculty on the admission [data management system \(SLATE\)](#), answering faculty questions as necessary, providing weekly reports to the Department's Admission Committee
- Responsible for the development, design and management of departmental [CANVAS site \(Learning Management System\)](#) site for both students and faculty, including creative development and HTML coding
- Upon request, assist faculty with the development of their [CANVAS](#) sites for Global Health courses, which includes creations of assignments, review of pages and troubleshooting
- Seeks innovative approaches to improve the process of delivering information to students and faculty (i.e.: recent projects: [2021 Virtual Global Health Poster Presentations](#), [2020 Virtual Thesis Symposium](#) & [Incoming Admitted website](#)).
- Provide faculty assistance on Peoplesoft
- Manage course registration of all Humphrey Fellows (Non-degree seeking students) on both semesters and all MPH students enrolled in the Global Health program as needed.
- Advise prospective, 200+ current, and returning students in regards to degree requirements, financial resources, and career development.
- Work closely with the Co-Directors of Graduate Studies to provide data on course enrollment per academic year and analysis of admission data to improve departmental planning and student experience
- Lead merit scholarship review and process for students within the department
- Responsible for the departmental newsletter design, weekly content and online distribution using [Mailchimp](#)
- Update departmental homepage using [Cascade CMS Server at Emory University](#).
- Represent the department and school at monthly information sessions
- Collaborate with faculty on policies and procedures related to students and curriculum for MPH, program including new course proposals, student progress, and course petitions
- Work closely with faculty on behalf of the students to not only advocate, but also resolve any issues that arise.

- Serve as a member on both the Education and Curriculum Committees, in which academic policies are established.
- Provide one-on-one meetings with students to solve academic questions and concerns. And work directly with students to identify options to satisfy specific degree requirements; evaluate and make recommendations on petitions and adjustments to students' program of study
- Acted as liaison between faculty and students
- Develop content calendar and monitor postings of the three social media platforms of the department
- Collaborate with other Departments within the School and University to assure compliance with system policies and procedures of the University Registrar, Bursar Office, Financial Aid, International Student and Scholar Program, and others.

**The Hubert Department of Global Health**

Emory University

*Associate Coordinator of the Humphrey Fellowship Program*

October 2010- January 2016

Atlanta, GA

- Responsible for coordination of a Fellowship program for international, mid-career professionals from developing countries administered by the Institute of International Education (IIE) and funded by the U.S. Department of State.
- Collaborated with campus director and Institute for International Education (IIE) on making decisions about acceptance of appropriate Fellows for Rollins School of Public Health (includes finding mentors, academics, professional development and professional affiliations)
- Advised Humphrey Fellows on academic course selection, university policies, program requirements and guidelines, professional development activities, American culture and social norms, local resources, and personal concerns
- Organized annual Global Development and Social Justice workshops for 70+ Humphrey Fellows across multiple universities
- Provided administrative assistance to Program Director as directed (including drafting and/or transcribing letters, e-mail and other written communications for the Program Director) and manages and coordinates the daily operations and logistics for the programs including directing the work flow and performing and/or supervising the necessary administrative paperwork to support the program
- Served as liaison between Fellows and IIE on matters related to VISAS, Exchange Visitor Information System (SEVIS), and fellowship requirements
- Responsible for monitoring the Humphrey Fellowship program budgets and recruit, hiring and supervising student assistant for the program
- Planned academic and programmatic activities for the year including the weekly Humphrey Seminar and HIV lectures, professional development activities, receptions, and extra-curricular and community activities
- Wrote semi-annual reports for IIE and the U.S. Department of State on program activities and Fellows' accomplishments
- Maintained ongoing relations with program alumni through creation of an alumni newsletter and Facebook page
- Represented program through public speaking engagements
- Acted as a liaison between faculty and fellows
- Assisted departmental admissions committee which includes initial screening of each application, distribution of files to faculty reviewers and informing Admissions of acceptance status for each applicant
- Responsible for writing the admission report to all members of the Admissions Committee
- Collaborated with professors and faculty members on current research projects as requested

**The Hubert Department of Global Health**

Emory University

*Research Assistant*

July 2007- September 2010

Atlanta, GA

- Assisted in developing informative materials such as fliers and brochures for current students
- Collaborated with professors and faculty members on current research projects
- Conducted evaluation surveys to the Global Health Department
- Maintained and updated Global Health Department website and the Hubert Global Health Department Blackboard
- Assisted in evaluating over 300 applications for the 2010, 2009 and 2008 admission cycle
- Created the Hubert Global Health Department Blackboard, an internal website for Global Health students
- Updated Excel database housing thesis information on 451 graduates
- Created new faculty and adjunct faculty database to make demographic information easily retrievable

**Centers for Disease Control and Prevention**

National Center for Birth Defects and Developmental Disabilities,  
Division of Birth Defects and Developmental Disabilities Branch  
*ASPHF Fellow - Association of Schools of Public Health (ASPHF)*

July 2009 – July 2010

Atlanta, GA

- Performed literature searches on topics related to nutritional risks factors associated with birth defects and food consumption patterns and trends among the U.S. population

- Led a research on maternal nutrient intake and congenital heart defects
- Conducted research using large datasets, including the National Birth Defects Prevention Study (NBDPS) and National Health and Nutrition Examination Survey (NHANES 2003-2004 and NHANES 2005-2006)
- Received training on Statistical Analysis Software (SAS) Programming 1 and 2: Essential Data Manipulation Techniques and training on logistic regression
- Organized, coordinated and facilitated monthly meetings to the “Nutrition-Epi” group, an “NBDPS Nutrition Analysis Work Group.”

**Centers for Disease Control and Prevention**

November 2008 – December 2009

Enteric Diseases Epidemiology Branch

Atlanta, GA

*Volunteer*

- Coordinated article submission, edit article content and oversee WHO Global Salm-Surv Newsletter layout
- Assisted with course preparation for capacity training of public health professionals
- Oversaw communication with training sites in Brazil, including survey coordination and distribution
- Translated written materials and interpreted for Brazilian health professionals at CDC conference calls
- Created Excel database housing contact information for WHO Global Salm-Surv steering committee

**CARE, Child Health and Nutrition Unit**

September 2008 – January 2009

*Intern in Monitoring and Evaluation*

Atlanta, GA

- Performed literature searches on topics related to maternal and child health nutrition and monitoring programs
- Reviewed and summarized existing literature in written reports to senior managers
- Created Excel database housing conferences and meeting information
- Wrote and presented reports summarizing data findings on monitoring infant and young child feeding nutrition programs

**Famine Early Warning Systems Network**

June 2008 – August 2008

*Field Researcher*

Nampula & Zambezia, Mozambique

- Received training in the Household Economy Approach methodology developed by Save the Children UK
- Investigated and identified the way Mozambican people in different social and economic circumstances obtain the food and cash they need to survive on a daily basis and the options open to them in times of crisis
- Consulted 12 community leaders to help identify the main factors that separated different socio-economic groups in their communities
- Interviewed 12 households from a different socio-economic groups and documented their food production, consumption, assets and the constraints they face
- Worked with an international team of researchers and provided translation and data management services
- Contributed background information to the analysis of the data collected during the interviews

**Save the Children Mozambique**

May 2008 – June 2008

*Intern*

Nampula, Mozambique

- Traveled to 30 different communities and distributed training materials to 30 nutrition educators
- Conducted interviews with the 30 nutrition educators and collected information about their main activities and the difficulties they face providing nutrition education sessions for mothers of children aged 0 to 59 months in their communities
- Interviewed 3 community leaders and documented their current conditions and the difficulties they face

**Medical Clinic: Director Esther d’Almeida**

December 2006 – July 2007

*Office Assistant*

Atlanta, GA

- Interviewed patients and measured vital signs, including pulse rate, temperature, blood pressure, weight, and height, and recorded information on patients' charts
- Prepared treatment rooms for examination of patients and inventoried and ordered medical supplies and materials
- Operated equipment to administer routine diagnostic tests or contacted external medical facilities to schedule patients for tests and perform routine laboratory tests in a timely manner
- Maintained office and patient records in a computer database

**University of the Sunshine Coast: Faculty of Science, Health and Education**

August 2003 – November 2005

*Professor’s Assistant*

Queensland, Australia

- Selected as guest lecturer for undergraduate Nutrition classes; lectured on nutrition for athletes with disabilities, weight loss and management and how to obtain and analyze food records
- Created grading criteria for assessing students' ability to accurately locate and measure body skin folds
- Collected data on weight, height and skin fold measurements for research project evaluating Homocystein levels in obese Australian populations

**University of the Sunshine Coast - Faculty of Science, Health and Education**  
*Dietitian Assistant*

August 2003 – November 2005  
 Queensland, Australia

- Researched and identified nutrition-related issues, trends and factors associated with disabilities
- Planned, implemented and evaluated nutrition promotion strategies and population-based approaches to meet the needs of athletes with disabilities
- Developed a questionnaire to assess the nutritional strategies of the 2004 Australian Paralympic Swimming team
- Undertook two qualitative nutrition surveys, one with the 2004 Australian Paralympic Swimming team selected to compete at the Athens Paralympic Games, and the other with Australian sports dietitians; analyzed results and wrote publications for peer-reviewed journals

#### SKILLS

- Emory University Systems: 25Live, Emory Business Intelligence (EBI), Emory Express, and Box
- Strong ability and desire to solve problems, multi-task, and deliver on commitments
- Technically savvy – ability to research and quickly learn new technologies in support of learning objectives
- Ability to work on multiple projects and to interact with faculty and staff as part of as an interdisciplinary team
- CRM Systems: OnBase, SLATE and OPUS
- WORDPRESS
- Content Management: Cascade
- Statistical Packages: SPSS and SAS
- Learning Management Systems: Canvas and Articulate Rise
- Experience using Excel pivot tables
- Working knowledge of HTML
- Email campaigns: Mailchimp

#### VOLUNTEER EXPERIENCE

- Collaborated with the Africa CDC Institute for Workforce Development E. Learning Designer Team on the development of a toolkit for the 4 courses <https://africacdc.institute/> (2017-2019)

#### PUBLICATIONS

- Gilboa SM, Lee KA, Cogswell ME, Traven FK, Botto LD, Riehle-Colarusso T, Correa A, Boyle CA; Maternal intake of vitamin E and birth defects, national birth defects prevention study, 1997 to 2005. Birth Defects Res A Clin Mol Teratol. 2014 Sep;100(9):647-57. doi: 10.1002/bdra.23247. Epub 2014 Apr 17.
- Pelly, F., Holmes, M., Traven, F., Neller, A. and Burkett, B. (2007). Competition nutrition strategies of the 2004 Australian Paralympic swimming team. Journal of Science and Medicine in Sport. 10(6): S50.
- Contributed to Book Chapter: Elizabeth Broad. Nutrition for Athletes with Disabilities. Clinical Sports Nutrition. Burke L, Deakin V. McGraw Hill, Sydney, 2006, 822 pages.