

PATH STAR
Grant Manager
pstar@ucsc.edu

WORK EXPERIENCE

Grant Manager: Vocabulary Innovations in Education (V.I.N.E.) University of California, Santa Cruz, CA. Plan, schedule, and coordinate all logistics for research team including meetings, activities with local partners, and teacher professional development; manage contracts with adherence to US DOE guidelines; coordinate informed consent acknowledgements; prepare information for annual reports, coordinate travel arrangements for staff, establish and maintain office files, documents, and databases to support office responsibilities in intellectual property and research contracting; manage office supplies, supervise work study students; support PIs in preparation for presentations, conferences, and workshops; disseminate information and act as contact person for UCSC, SJSU, and the public; overall fiscal management and coordination.
6/06 – present

Clinical Trial Coordinator: Peer Navigator Clinical Trial Stanford University/WomenCARE.
Recruit, train, and supervise volunteer “navigators” (women at least one year from cancer diagnosis) to provide peer counseling to “sojourners” (women newly diagnosed with cancer); produce periodic trainings for navigators; network with community health practitioners and research team; interview and orient new sojourners; coordinate matches between navigators and sojourners; administer assessments; co-facilitate monthly support group for navigators; participate in team meetings; represent agency through radio and other community appearances.
7/00-9/05

Yoga Teacher: Cabrillo College Stroke Center and community
Kripalu style yoga teacher for disabled and able-bodied students. Special focus: restorative poses adapted for people in recovery from strokes and before, during, and after treatment for cancer.
9/98- present

Office Manager/Mediator: Conflict Resolution Center of Santa Cruz
Maintain all records and files for a non-profit providing low cost mediation services to the community. Prepare periodic budget reports for funding sources; provide telephone intake and screening for potential clients; coordinate volunteer trainings and mediations; participate in mediations as a volunteer mediator.
5/97-7/00

EDUCATION

Franklin Pierce Law Center - Juris Doctor	1988
Pennsylvania State University- B.A. – International Relations	1978

PRESENTATIONS

National Reading Conference. Los Angeles, CA Vocabulary Instruction: Moving Between Theory and Practice	2006
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