

Amy Podraza

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EDUCATION:

Doctor of Philosophy, Community Research and Action
Vanderbilt University, Nashville, TN

Expected May 2027

Master of Professional Studies, Disaster and Emergency Management
Georgetown University, Washington, D.C.

2022

Capstone: Impacts of a Lack of Standardization, A Qualitative Approach to the Implications of a Lack of Definitions for Emergency Management Terms

Bachelor of Arts, Communications, Concentration in Media Production and Criticism
Bachelor of Arts, Government and International Politics
Minor in Art and Visual Technology
George Mason University, Fairfax, VA

2015

RESEARCH EXPERIENCE:

Research Assistant

August 2022-Present

Drinking Water Justice Lab (DWJL)

Jackson, Mississippi Water Quality and Access Issues

- Conducted historical and current literature searches on drinking and wastewater infrastructure and climate change impacts
- Consulted with the Mississippi Department of Health on drinking and wastewater processes in Jackson, MS
- Submitted FOIA and Public Data Requests to the MS Department of Health
- Reviewed geospatial data for the city

Other projects include Community Water Estimated Boundary Project

- Emailed various state organizations for updated water boundaries

PI: Dr. Yolanda McDonald, Vanderbilt University

TEACHING EXPERIENCE:

Teaching Assistant

January 2023 – May 2023

Department of Human and Organizational Development, Peabody College, Vanderbilt University

Course: Applied Human Development (HOD-1250), David Carlone, PhD & Kayla Fike, PhD

- Led weekly lab session with 15 students on lecture material to facilitate group discussions
- Graded all student papers including literature reviews

Teaching Assistant

August 2022- December 2022

Department of Human and Organizational Development, Peabody College, Vanderbilt University

Course: Small Group Behavior (HOD-1300), Kayla Fike, PhD

- Facilitated weekly small group tasks for 15 students
- Graded individual group observations, reflection papers, and group presentations

PRESENTATIONS:

Presenter

Vanderbilt University
First Year Symposium

April 2023

Guest Lecturer

Vanderbilt University
Small Group Behavior
“Leadership and Followership”

November 2022

Guest Lecturer

Vanderbilt University
Small Group Behavior
“Managing Conflict”

October 2022

ADDITIONAL EXPERIENCE:

Recovery Associate

May 2021 – May 2022

Hagerty Consulting, Remote

Nuvance Hospital COVID-19 Recovery Support, May 2021- May 2022

- Supported hospital applicants in the northeast with federal applications for COVID-19 grants
- Wrote narratives, conducted data reviews, created project plans, and strategized the best ways to apply for various COVID-19 relief funds

Bay County Florida Housing Department, February 2022 – May 2022

- Assisted local residents with housing grant applications of up to \$50,000
- Reviewed financial information to ensure compliancy with HUD grant requirements
- Successfully supported 31 applicants in receiving housing grants in Bay County

Consultant

December 2018- April 2021

Guidehouse, Washington, D.C

Massachusetts Emergency Management Agency (MEMA), Reimbursement and Documentation Unit (RDU), September 2020 – Present

- Supported multiple hospital applicants with the FEMA public assistance process to attain COVID-19 grants
- Managed team duties and assisted with meeting support, file management, and document review to ensure compliance with FEMA regulations

Federal Emergency Management Agency (FEMA), Office of the Chief Component Human Capital Officer (OCCHCO), April 2020 – August 2020

- Created a training document for FEMA Human Capital Specialists on the principles of the Fair Labor Standards Act (FLSA)

Department of Veterans Affairs (VA), Office of Information and Technology (OIT), Strategic Communications, December 2018 – April 2020

- Wrote and edited intel sheets and blogs for speaking engagements attended by OIT leadership
- Developed and maintained reports of upcoming speaking engagements for VA OIT executives
- Created a project guide that detailed project roles and timeline for a podcast for OIT leadership to reach a broader audience

Corporate Concierge

June 2018 – November 2018

Charm City Concierge, Various Northern Virginia Locations

- Interacted with property management teams to build tenant relations by cultivating a sense of community through events, wellness programs, and engaging activities
- Engaged with residents to ensure a positive sense of community.

Marketing Coordinator

October 2017 – May 2018

T3 Design Corporation, Fairfax, VA

- Prepared and edited proposal materials, including resumes and project plans
- Organized internal events for monthly meetings and holiday events

Public Engagement Fellow

July 2016-June 2017

Arlington County Government, Arlington, VA

- Arranged and facilitated large internal and external public engagement meetings and webinars to create an updated public engagement plan for the County as part of an Engagement Braintrust
- Assisted with community meetings by preparing materials, flyers, and note-taking
- Analyzed survey data from an internal survey

Program Liaison Specialist for Public Assistance

November 2015-January 2016

Federal Emergency Management Agency, Blythewood, SC

- Wrote and edited weekly reports including the Daily Communications Summary and Incident Action Reports (IAP)
- Obtained information for inquiries to produce material for internal and external associates
- Created presentations for training classes including Business Continuity and Preparedness

PROFESSIONAL AFFILIATIONS:

- American Association of Geographers 2023

HONORS/AWARDS:

- Interview finalist with the Nurture Nature Center (NNC) for an internship on weather tools, 2023

ADDITIONAL SKILLS:

- Ability to use geographic information systems (GIS)
- Knowledge and experience in Adobe Suite Products (Lightroom, Photoshop, Audition)
- Familiar with website design programs like WordPress and SharePoint