

Sabine Eustache

14359 Miramar Parkway, #182 • Miramar, FL 33027 • (954) 443-9755 • seustache@sejassociates.com

PUBLIC HEALTH CONSULTANT

Goal-oriented professional with over six years of solid administrative and management experience in a number of non-profit settings. Strong planner, organizer and problem solver who can gather primary and secondary data, assimilate new concepts, develop and implement solutions to increase program effectiveness and efficiency, and provide formal trainings on new processes. Effective communicator and energetic leader able to establish rapport with diverse individuals at all levels of an organization. Proficient in WordPerfect, Microsoft Word, Access, Excel, PowerPoint, Publisher and SPSS statistical software. Solid credentials: BA Honors graduate; MPH with concentration in Health Management and Policy; MBA Honors graduate.

AREAS OF EXPERTISE

- | | | |
|---------------------------------|--------------------------|-----------------------------|
| • Project Management | • Program Administration | • Proposal & Report Writing |
| • Database Management | • Quantitative Analysis | • Evaluation Research |
| • Forecasting/Trend Projections | • Financial Management | • Strategic Planning |
-

PROFESSIONAL HIGHLIGHTS

PROJECT MANAGEMENT & ADMINISTRATION

- Author and submit grant proposals to secure program funding and expand program services.
- Develop and monitor project goals, objectives, strategies and budget; supervise project staff and subcontractors, ensuring accurate and timely deliverables.
- Plan, organize, implement and direct project activities in accordance with goals and objectives.
- Coordinate and conduct data management processes, analyze and evaluate data and document project operations, progress and outcomes.
- Monitor and evaluate program areas and service utilization and make recommendations for enhanced service delivery, improved outcomes and efficient and cost-effective operations.

Selected Accomplishments:

- Secured and administered over \$2.5 million in grant funding for existing and new programs.
- Expanded program services, resulting in increased customer satisfaction and enhanced revenue.
- Developed and implemented operational protocols that streamlined workflow, improved operational efficiency and enhanced financial performance.
- Assisted five health centers in achieving their goal of a 90% pediatric immunization rate.

FINANCE

- Develop, monitor and track a \$3 million annual operating budget for a large ambulatory practice.
- Conduct managerial and financial analyses including multi-year revenue forecasting and trend projections to inform strategic planning process and business expansion opportunities.
- Prepare and analyze financial statements to examine business trends and daily operating costs.
- Prepare monthly, quarterly and annual financial reports and present findings and recommendations to top management.

Selected Accomplishments

- Designed financial tracking systems and forms which were adopted for organizational use.
- Reduced annual spending for diagnostic testing by \$200,000.
- Implemented revenue-generating service that increased annual operating budget by \$50,000.

EMPLOYMENT HISTORY

Aug. 2004-present	Drexel University, School of Public Health, Philadelphia, PA Project Management Consultant, School's Accreditation Process
August 2004-March 2005	Philadelphia Department of Public Health, AIDS Office, Philadelphia, PA Consultant, HIV Prevention Curriculum Development
Feb 2003-July 2004	Drexel University, Center for Health Equality, Philadelphia, PA Managing Director
July 2002	Safety Net Program, Philadelphia PA Consultant, Grant Writing
Aug. 2001-Feb 2003 Sept. 2000-Aug. 2001	Drexel University, College of Medicine, Philadelphia, PA Division Administrator, HIV/AIDS Medicine Assistant Program Director, HIV/AIDS Medicine
Feb 2003-July 2004 Sept 2000-Feb 2003	Drexel University, School of Public Health, Philadelphia, PA Assistant Professor Adjunct Instructor
July 1999-July 2000	Community Health Care Association of New York State, New York, NY Director, Quality Improvement
Aug. 1998-Aug. 1999	MCP Hahnemann University, School of Medicine, Philadelphia, PA Researcher/Thesis Project
May 1998-Feb. 1999	SmithKline Beecham, Corporate Health Management, Philadelphia, PA Researcher/Student Intern
Sept. 1994-Oct. 1997	Planned Parenthood, Philadelphia, PA Reproductive Health Center Assistant

PROFESSIONAL AFFILIATION

2002-present	Member, Pennsylvania Public Health Association
1997-present	Member, American Public Health Association
1999-2000	Member, New York Association for Ambulatory Care
1999-2000	Member, New York Society for Health Planners

EDUCATION

In Progress	Drexel University, School of Public Health, Philadelphia, PA Doctor of Public Health (DrPH) in Community Health & Prevention
August 2003	Eastern University, School of Professional Studies, St. David, PA Master of Business Administration <u>Concentration</u> : Management Honors: <i>Delta Mu Delta National Honors Society</i>
May 1999	MCP Hahnemann University-School of Public Health, Philadelphia, PA Awarded Master of Public Health <u>Concentration</u> : Health Management and Policy Awards: Excellence in Communication
May 1997	Temple University-School of Arts and Sciences, Philadelphia, PA Awarded Bachelor of Art in Anthropology <u>Concentration</u> : Human Biology Honors: <i>Cum Laude</i>

