

Katia Valverde

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EDUCATION & CREDENTIALS

Bachelor of Arts-Accounting and Administration: Escuela Comercial de Occidente, Costa Rica

Associate degree – English, Centro Cultural Costarricense Norteamericano, Costa Rica

Associate degree- Early Childhood Education, Midlands Technical College, Columbia, SC

Associate degree- English Composition, Bucks County Community College, Newtown, PA

PROFESSIONAL EXPERIENCE

University of South Carolina – Arnold School of Public Health

Nolan Laboratory Program Manager

July 2025 to present

- Provide comprehensive administrative, operational, and fiscal leadership to support program initiatives, including budget oversight, purchasing, travel coordination, and compliance.
- Coordinate high-level executive visits and events (e.g., U.S. Congress members, University Board of Trustees), managing logistics, itineraries, and briefings.
- Supervise laboratory staff and trainees, leading onboarding, performance management, and professional development while fostering an inclusive, collaborative work environment.
- Report directly to the Principal Investigator, supporting strategic planning, cross-functional collaboration, and operational execution.
- Foster a productive, inclusive, and supportive work atmosphere that promotes scientific excellence and team success.

Center for Community Health Alignment – CCHA

2022 - 2025

Training Specialist

- Designed and delivered bilingual (English/Spanish) public health trainings and professional development workshops, including harm reduction, motivational interviewing, and health equity topics.
- Developed and evaluated evidence-based curricula covering LGBTQIA+ inclusion, CHW core competencies, Social Determinants of Health, and Reproductive Health.
- Created assessment tools and evaluation frameworks to measure learning outcomes and program effectiveness.
- Served as liaison connecting Community Health Workers and community members to referrals, services, and resources to strengthen care coordination.

PASOs

Reproductive Health Statewide Program Coordinator |

2017 – 2022

- Managed a statewide, data-driven program, overseeing planning, implementation, compliance, and evaluation in alignment with institutional and grant requirements.
- Directed budget coordination, service tracking, and reporting through collaboration with finance, grants, and HR offices (PeopleSoft workflows).
- Analyzed large datasets to track outcomes and performance metrics, translating findings into actionable improvements with faculty and administrators.
- Standardized training and onboarding processes to improve consistency, data quality, and operational efficiency statewide.

HABLA Project

Program Coordinator

2006 – 2017

- Directed operations of a long-standing university program, supervising 20 staff and students across recruitment, scheduling, training, and performance management.
- Oversaw data management, reporting systems, and coordination with university administrative platforms, including payroll and student worker processes.
- Developed internal procedures to strengthen efficiency, accountability, and compliance.
- Provided bilingual translation, documentation review, and quality assurance for program materials and reports.
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NOTABLE SKILLS & CORE COMPETENCIES

- **Higher Education & Research Administration** (interdisciplinary program leadership, faculty/staff support)
- **Financial & Grants Management** (budget tracking, compliance, PeopleSoft Finance & HR coordination)
- **Data & Operational Strategy** (reporting, analysis, process improvement, cross-functional collaboration)
- **Workforce Development & Engagement** (training, workshops, bilingual communication – English/Spanish)
- **Enterprise & Financial Systems:** PeopleSoft Finance & HR (user-level navigation, reporting coordination), Apricot Data Collector, program databases
- **Data Analysis & Reporting Tools:** Excel, dashboards, metrics, survey and evaluation platforms
- **Collaboration & Documentation:** Microsoft Teams, PowerPoint, process documentation, workflow mapping

ADDITIONAL CERTIFICATIONS AND LICENSES

- Inclusive Excellence Institute Certificate, University of South Carolina
- Dialogue for Change Certificate, University of South Carolina
- LEAD I & II Management Certificates, University of South Carolina
- Certified Community Health Worker / Promotores de Salud, SC Community Health Worker Association
- S.C. Family Planning Health Worker Certification, Essential Access Health Learning Exchange
- Advanced Oral & Written Spanish, ACTFL Certification

NOTABLE ACCOMPLISHMENTS

- Trailblazer Award – New Morning Foundation
- Professional Interpreter/Translator for SC DSS, SC DHEC, USC, SC Family Court, and law firms
- Recognized for exceptional cultural competency, communication, and stakeholder engagement