

Tabitha Reefer, MBA, MPH

Qualification Summary

- Four years of experience supervising employees, interns, and volunteers
- Excellent interpersonal communication skills
- Four years of experience building collaborative relationships
- Ability to think independently, learn new procedures, and troubleshoot problems
- Six years of experience managing program initiatives
- Motivated hard worker and quick learner; proven ability to work independently or as a team member
- Strong understanding of program planning, management, and evaluation
- Proven ability to increase program effectiveness, such as increasing Summer Food Service Program (SFSP) participation by 30% in Armstrong County, PA and 50% in Butler County, PA in one year

Experience

Jacobs and Cushman San Diego Food Bank-Vista, CA

August 2020-Present

North County Food Bank Project Coordinator

- Supervise and coach up to 25 volunteers per volunteer shift
- Facilitate group volunteer opportunities with businesses and clubs
- Assist Diaper Bank Program Coordinator with inventory through Primarius and delivery scheduling
- Developed and implemented inventory tracking spreadsheets to ensure balanced inventory with Primarius
- Fork-lift and pallet-jack certified

Tabitha Reefer Consulting

January 2016-Present

Consultant

- Development of mission and objectives for the Pennsylvania Consortium for Antimicrobial Stewardship
- Design and manage websites and social media
- Supervision of program interns
- Planning of annual events for 4+ years (travel arrangements, speaker invitations, marketing, reservation of locations, etc)
- Creator of newsletters on timely health topics
- Author of grant funding proposals, grant reporting, abstracts for national conferences, and journal submissions
- Developer of educational curriculum for preschool and elementary-aged children and adults
- Conceptualize outreach activities, such as public health communication initiatives and annual art and video competitions
- Develop and lead seminars on work-life balance at various organizations (topics include, time management, goal setting, meditation, etc)

Greater Pittsburgh Community Food Bank- Pittsburgh, PA

Child Nutrition Outreach Coordinator

July 2018-July 2020

- Increased Summer Food Service Program (SFSP) participation by 30% in Armstrong County, PA and 50% in Butler County, PA in one year
- Completed SFSP and Child and Adult Care Food Program (CACFP) budgeting projections for 2020-2021
- Analyzed data on School Breakfast Program (SBP) and SFSP annual participation data for the Child Nutrition Team and lead the development of a tool for communicating key SBP results of this analysis to our partners
- Conducted census data mapping to lead partners in investigating areas in need of SFSP locations and identify sites for recruitment
- Identified and recruited partner organizations to build collaborative groups in four counties to formulate county plans to increase participation in the SFSP

- Assisted with launch of CACFP sponsorship by onboarding sites and creation of monitoring training
- Planned Emergency Food Distributions in Butler and Beaver Counties during the COVID-19 pandemic by identifying distribution locations, trouble shooting day-of logistics, and day-of event coordination

SNAP Outreach Coordinator July 2016-July 2018

- Conducted outreach to educate public on the Supplemental Nutrition Assistance Program (SNAP)
- Completed SNAP applications for individuals and families
- Served as community resource to organization throughout Indiana County for social services
- Initiated and maintain collaborative relationships with partnering organizations in the community
- Supervised Indiana University of Pennsylvania Dietetic Interns
- Delivered presentations to a variety of audiences to educate them about food insecurity and the role food security programs play in alleviation

Other Work Experience

Butler Health System- Butler, PA January 2014-June 2020

Ancillary Assistant

- Scheduled appointments and assign charges in rehabilitation department using MEDITECH
- Fielded calls from doctors, nurses, and social workers to prioritize patients appointments
- Performed office management duties, such as answering phones, filing paperwork, sending faxes, etc.
- Assisted physical therapists and physical therapist assistants with patient care, as needed

Leadership

Board Member- Vice President October 2016- May 2020

Richard G. Snyder YMCA

- Co-Chair of CEO Search Committee
- Chair of Major Gifts Campaign, raising \$16,000
- Lead board development around fundraising learning and opportunities
- Assistance in updating the bylaws of the Richard G. Snyder YMCA
- Member of Special Events committee to plan events to fundraise for programs at the Y
- Assisted with preparing the 2017-2019 Strategic Plan to address the highest organizational and community needs, challenges, and opportunities

Education

Master of Public Health April 2015

University of Pittsburgh

Area of concentration: Behavioral and Community Health Sciences

- Master's Essay completed, titled "A Health Needs Assessment: Pre-K Children in Armstrong County, Pennsylvania"

Master of Business Administration July 2013

Ashford University

Area of concentration: Health Care Administration

Bachelor of Arts May 2012

Indiana University of Pennsylvania

Major: Anthropology; Minor: Applied Statistics

Certifications

Certified in Public Health (CPH) October 2015

Certified Health Education Specialist (CHES) April 2016

ACE Health Coach Certification November 2017

ACE Fitness Nutrition Specialist July 2019

Professional Grant Writing Certificate- San Diego State University In Progress