

JACQUELINE J. WALESKI
University of Central Florida
Department of Public Administration

Phone: (407) 823-2604

Email: jwaleski@mail.ucf.edu

PROFESSIONAL EXPERIENCE

| | |
|----------------------|---|
| 06-17-05 present | <p>University of Central Florida College of Health and Public Affairs, Department of Public Administration Coordinator, Academic Support Services</p> <p>Responsible for advising students in academic programs of study, registration, enrollment, and UCF processes; maintain G-WIS Admission Database for graduate-level students; developed and maintained monthly and annual reports on program progress and admissions; developed and maintained marketing and recruiting materials for all department programs, and disseminated to appropriate recipients as required; conducted marketing visits as needed; recommended policy guidelines for the planning and organization of department programs; maintained list-serve of Central Florida Nonprofit organizations; maintained academic program files and managed databases; coordinates special events and functions, including new student orientations; maintained the department web site; assisted chair in planning of academic course scheduling; coordinated the completion of the course master schedule; maintained partnerships with COHPA, UCF, and the community</p> |
| 03-28-03 06-16-05 | <p>University of Central Florida College of Health and Public Affairs, Dean's Office Receptionist</p> <p>Controlled signature logs and processing of signature items; monitored the COHPA Groupwise account; updated and maintained the COPHA Phone List & COHPA Home Address list; maintained DO bulletin boards, guest parking passes, mail and key logs, and golf cart access; processed travel arrangements for DO; scheduled events and meetings in the COHPA atrium and DO conference rooms; maintained archive records; assisted in the COHPA Awards, Staff Appreciation, and other events as needed; directed foot and phone traffic.</p> |
| 03-01-01 12-31-02 | <p>State of California, Department of Health Services Office of Medi-Cal Procurement</p> <p>Project Manager for the re-procurement of a contractor for the California Medicaid Management Information System (CAMMIS). The CAMMIS system processes all aspects of Medi-Cal for the State of California, and the CAMMIS contract is the largest contract procured by the State as well as the largest contract of its kind nation-wide. The process included developing the Request for Proposal (RFP) and clearing it through program and state agencies, maintaining contact with prospective contractors to answer questions and concerns, accepting RFPs, analyzing multi-binder proposals for cost and content as they related to the RFP, selecting the winning contractor, and partnering with program to ensure a smooth operational transition.</p> |
| 01-01-01 02-28-01 | <p>State of California, Department of Health Services Medi-Cal Managed Care Branch / Office of Medi-Cal Procurement</p> <p>Contract Manager for fee-for-service Medi-Cal contract for Stanislaus County, California. Edited and updated existing RFPs to ensure concise, easy-to-read format; developed comparison timelines and other documents as requested by supervising manager.</p> |
| | <p>State of California, Employment Development Department</p> |

| | |
|-----------|--|
| | <p>Disability Insurance Branch 12-18-87 Researched and analyzed Disability Insurance (DI) program data and made 12-31-00 recommendations for improvement; worked independently and on teams to develop procedures; developed guidelines, tools, and training materials to assist in administering the DI program; acted as team lead and alternate unit manager; prepared monthly, statewide DI newsletter; monitored and updated DI Internet Web site as necessary, adjudicated health insurance claims, developed marketing materials including fact sheets, brochures, posters, and marketing letters; supervised the Department's Independent Medical Examiner recruitment and retention process; acted as on-the-job trainer for incoming adjudicators; filed and supported liens at the San Diego Workers Compensation Appeals Board.</p> |
| | <p>Farmers Insurance Group, Accounts Manager 07-21-86 Performed sales and service for personal lines insurance; drafted and 12-14-87 maintained correspondence; provided liaison between customer and Regional Office; resolved claim issues; evaluated properties and analyzed claims to determine insurability.</p> |
| | <p>TOPS Temporaries, Executive Secretary 04-30-86 Provided automated data processing; drafted and maintained correspondence 07-21-86 control and filing systems; managed Quality Control Office for major toy manufacturer.</p> |
| | <p>United States Naval Reserve (Active) Curriculum Development Specialist 05-15-85 Updated, edited, proofed, and input curriculum data for the school's eleven 04-30-86 electronics training programs; performed all front-office administrative functions including personnel transactions.</p> |
| | <p>Southwestern College Veterans' Counselor 07-14-76 Performed curriculum advising for students attending under the GI Educational 05-14-85 and Montgomery Bills; performed crisis intervention; supervised ten employees; developed and implemented training manuals for automated data input, claims adjudication, and office procedures; interviewed, hired, and trained incoming staff; conducted monthly staff/training meetings.</p> |
| EDUCATION | <p>1984 National University, San Diego, CA M.A. Human Behavior/Counseling</p> <p>1982 San Diego State University, San Diego, CA B.A. Counseling Psychology</p> |