

# *Elizabeth F. Burrows*

2005 Crooked Creek Court, Crestwood KY 40014 Phone:(502) 640-5427 elizabethf.burrows@ky.gov

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## **CAREER OBJECTIVE**

Position in a community service field, with a focus on non-profit, project management, grant writing/managing and community organization.

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## **EDUCATION AND ORGANIZATIONS**

Certified Tobacco Cessation Specialist  
Certified Adult/Youth and teen Mental Health First Aid Trainer  
Bachelor of Arts, Psychology  
Summa cum laude  
Georgetown College, Georgetown KY 1999  
Psi Chi, Psi Alpha Omega

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## **PROFESSIONAL EXPERIENCE**

### **OLDHAM COUNTY HEALTH DEPARTMENT, LaGrange KY**

#### ***Health Educator/Community Organization***

2006-present

- Responsible for grant procurement and management in the area of health education and policy development specifically related to tobacco prevention/cessation, including the following:
  - Coordinating community meetings, trainings, presentations and events
  - Researching and writing state, local and federal grants
  - Coordinating grass roots/youth advocacy projects
  - Maintaining compliance with grant guidelines including reporting requirements
  - Facilitating Cooper Clayton Smoking Cessation classes

### **SEVEN COUNTIES SERVICES, Louisville KY**

#### ***Prevention Specialist***

2005-2006

- Responsible for oversight of all aspects of the Region 6 Kentucky Agency for Substance Abuse Policy (KY ASAP) Local Board, including the following:
  - Coordinating all Local Board meetings and activities, including trainings, advocacy efforts, etc.
  - Maintaining compliance with state regulations and grant guidelines
  - Researching and writing grants for the Local Board
  - Oversight of mini-grants to all seven counties in the region – Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble
  - Completing documentation and required reports

### **CHALLENGERS' OF OLDHAM COUNTY, LaGrange KY**

#### ***Challengers Project Director***

2001-2004

- Responsible for oversight of all aspects of Office of Juvenile Justice and Delinquency Prevention grant, Governor's Kentucky Incentives for Prevention (KIP) grant, and Governor's Highway Safety grant, including the following:

- Developing program plans and budgeting for respective programs and initiatives, monitoring revenues and expenditures
- Collaborating with other agencies in accessing and leveraging funding
- Providing training and technical assistance, as well as presentations, to various community groups and organizations
- Conducting periodic monitoring and evaluation visits to assess programs and effectiveness of ongoing activities
- Planning, implementing and documenting prevention activities
- Coordinating community coalition activities and volunteers within the community – including serving on the Oldham County Tobacco Awareness Coalition
- Preparing monthly, quarterly and other reports to comply with requirements that detail program monitoring and evaluation activities
- Researching and writing grants (raised over \$320,000 in grant funds during 3 years)

References available upon request