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PROFILE

More than 25 years of experience as the state lead for Alaska’s Supplemental Food Program, Women, Infants, and Children (WIC), which provides services to low-income participants with nutritional health risks. Demonstrated history of working in public health with an emphasis on nutrition, disease prevention, nutrition education, accessibility to nutritious foods, immunizations, civil rights and disability accommodation, grants and budget management, program planning, personnel and human resources management, coalition-building and collaboration with focus on excellence and cross-cultural relations.

WORK EXPERIENCE

Philippines Honorary Consul for Alaska **08/17/2020 to Present**

Appointed Philippine Honorary Consul for Alaska on August 17, 2020 by Teodoro Locsin, Secretary of Foreign Affairs, Republic of the Philippines. In this role, I am responsible for establishing, sustaining, and encouraging economic, trade, cultural, and educational exchanges between the Philippines and Alaska; assisting Filipino-American citizens with consular needs relating to passports, dual citizenship, visas, travel documents, report of birth, and other related services; and promoting tourism and diplomatic relations between the Philippines and Alaska.

Program Coordinator I/II; Assistant WIC Director **06/01/05 to 12/11/16**

Family Nutrition Programs
Women, Infants, and Children Program
Alaska Department of Health and Social Services.

- 17 years of experience managing federal WIC programs serving 27,000 Alaskan participants monthly.
- Responsible for federal and state compliance and evaluation of annual budget of \$25 million.
- Directed the development of the annual federal grant application; directed and reviewed \$4.6 million in grants to health corporations, private, and 16 non-profit agencies (WIC grantees/local agencies).
- Secured community partnerships that led to the establishment of four local WIC agencies in Kenai Peninsula, Valdez/Cordova, Aleutian Pribiloff Islands, and Kodiak.
- Managed grant funding from USDA to construct a new office building for the Kodiak Area Native Association’s WIC Program completed in 2016.
- Administered and managed the WIC vendor program’s \$14 million budget, over 170 grocery stores statewide, and issued vouchers to 27,000 participants.
- Administered the Western States Contracting Alliance (WSCA), a consortium of 21 states procuring infant formulas at a reduced cost, which earned Alaska \$3 million in annual rebates. Responsible for data collection/technology infrastructure alignment with benefits issuance and payment, monitoring of rebates received, and submission of reports to the United States Department of Agriculture (USDA).
- Implemented USDA Civil Rights requirements ensuring equal access to services and employment, opportunities for grievance and fair hearing processes, complaint resolution, and provided related trainings to staff at the State and Local Agency levels. Audited WIC grantees’ compliance in these areas, including the Americans with Disabilities Act (ADA). Monitored the collection of racial/ethnic data in the development of initiatives and training opportunities.
- Implemented the Center for Disease Control’s Childhood (CDC) Immunization requirements for infants and children as well as the provisions of the Occupational Safety and Health Administration (OSHA) relating to the safety of hemoglobin/hematocrit testing and control of blood-borne pathogens.
- Coordinated the Emergency Preparedness Response Initiative of the Section of Family Nutrition Services.
- Collaborated with a multi-disciplinary team to reduce the prevalence of nutrition-related and preventable diseases such as anemia, obesity, diabetes, and low birth weight. Increased initiation of breastfeeding rate.

- Monitored implementation and evaluation of program objectives by 16 local agency statewide grantees.

Health Program Manager II

10/16/1997 to 05/30/2005

Family Nutrition Programs
Women, Infants, and Children Program

Note: Performed the same duties and responsibilities outlined above while in the Health Program Manager II Position.

- Administered and managed the WIC vendor program that had a \$14 million budget, over 170 vendors (grocery stores) statewide, and 27,000 participants redeeming at least two vouchers each per month.
- Mail Out Program – Negotiated and implemented the first mail out program out of Juneau with Mark and Pack Grocery Store. This program was and is unique to Alaska, serving program participants in remote rural villages where there is no store access for WIC.
- Collaborated with agencies such as private, non-profit, state, municipality, Alaska Native agencies, and local entities in delivering a comprehensive health and nutrition services that are culturally-sensitive, interactive, and results-driven.
- Expanded the WIC Farmers’ Market Nutrition Program for the purchase of fruits and vegetables.
- Final authority and fully accounted for decisions on vendor eligibility, vendor agreement, reauthorization, sanctions for abuse (both participant and vendor), suspension, and disqualification.
- Developed a Civil Rights Module that was presented at the February 1995 WIC State Meeting. The module became a tool for local agency training and also resolved repeated audit findings by the USDA.

Health Program Associate/WIC Vendor Manager

04/01/1993 to 10/15/1997

(Promoted to Health Program Manager effective 10/16/1998)

Women, Infants, and Children Program

- Negotiated and implemented the first mail out program out of Juneau with Mark and Pack Grocery Store. This program was and is unique to Alaska, serving program participants in remote rural villages without access to WIC stores.
- Re-wrote the Mail-Out Vendor Food Package Manual, the mail order foods and pricing system that local agencies use, in alignment with the new WIC database system.
- Facilitated training and beta-testing, vendor management, and food package issuance components of the new WIC database system.
- Managed the transition of primary formula contract provider in 1996, which resulted in improved tracking of infant formula rebates and issuance of non-contract formula.
- Coordinated the addition of canned Alaska salmon into the national WIC food packages sponsored by the Honorable Senator, Ted Stevens, and in collaboration with the USDA headquarters in Washington, D.C.
- Developed the annual State WIC Policy and Procedure Manual for submission to the USDA.
- Directed the development, review/evaluation of the annual WIC Request for Proposals (RFPs).
- Served as Liaison with the Legislative Audit and the USDA.

Alaska Airlines

04/10/95 to Present (Part-Time, Night Shift)

Security Screening Agent/Customer Service Agent
Juneau, AK

- Perform security screening of passengers, sell tickets, and perform boarding and gate duties. Perform computer and paperwork tasks and confirm cabin security prior to boarding. Evaluate and prepare flights by arranging seat assignments and flight load. Coordinate special needs and upgrade.

Nutrition Education Assistant**11/01/1986 to 03/30/1993**

Supplemental Food Program for Women, Infants, and Children (WIC)
 Alaska Department of Health and Social Services

Note: Transition period between Clerk III to Nutrition Education Assistant 05/13/1987 to 11/01/1986.

- Coordinated the WIC mail-out system for participants without access to a WIC clinic. Issued monthly WIC vouchers and nutrition education materials to 450-500 participants per month.
- Prepared individual nutrition education plan, tailored to a participant's nutrition risk(s). Also considered are participant's needs during pregnancy, lactation, childhood nutrition and development.
- Developed and delivered information on program objectives, participant responsibilities, and procedures for redeeming WIC vouchers. Evaluated participant progress in meeting nutrition education objectives.
- Assisted in management of local agency grants, reviewed grant applications, assisted in preparation of grant awards, and grant monitoring.
- Coordinated with an authorized vendor in Anchorage regarding the provision of food packages for participants living in villages without access to a grocery store.

Promotion to Clerk III**09/01/1983 to 05/13/1987**

Supplemental Food Program for Women, Infants, and Children

Note: Progressed from Clerk III to Nutrition Education Assistant with increasing responsibilities reflected above. Duties for the two positions were similar.

- Assisted in development of information on program objectives, participant rights and responsibilities, and proper procedures for redeeming WIC vouchers. Determined the food package appropriate for the participant's nutritional risk(s). Assisted in the development of audio-visual materials, reviewed WIC applications, issued WIC vouchers using the correct food packages, and development of related reports. Provided technical assistance to referral agencies in the development of nutrition

Clerk II**06/20/1983 to 09/13/1983**

Family Nutrition Programs
 Supplemental Food Program for Women, Infants, and Children (WIC)

- Answered telephone calls, greeted visitors, opened incoming mail, typed, and filed correspondence. Reviewed WIC program applications for accuracy. Assisted in contacting participants regarding missing application information and recorded information received in applicant file. Maintained and organized filing system and inventoried nutrition education materials stock; ordered and re-stocked office supplies.

Nurse Aide**11/1981 to 6/15/1983**

St. Ann's Nursing Home, Juneau

- Assisted residents with activities of daily living such as dressing, hygiene, meals, passive and active exercises, and social activities.
- Assigned to participate and later, lead orientation of newly-hired Nurse's Aides. This involved the developing instruction guidelines outlining duties with emphasis on a caring and respectful approach.
- Conducted mini-classes to demonstrate correct techniques in performing basic nursing care procedures such as taking vital signs, changing bed linens, bathing, performing exercises, and assisted with meals.
- Coordinated social activities for residents, engaging family members and volunteers.

Staff Nurse**12/18/1980 to 7/31/1981**

Manila Doctors Hospital
 Manila, Philippines

- Supervised medication nurse, midwife, nurse aides, and orderlies in a 25-bed Medical-Surgical Ward; coordinated patient care services using patient care plan that included nursing assessment tools and appropriate nursing interventions.

- Conducted nursing rounds, transcribed, and implemented physician's orders for nursing care, pharmacologic, laboratory, x-ray, scanning, rehabilitation, and other examination or treatment modalities.
- Reported progress or concerns regarding observations of patient's health status to attending physician. Made accurate written report on patient chart about these changes and any referrals.
- Coordinated with the Dietary Department on nutrition care plan for patients with specific dietary needs.
- Developed a teaching care plan for patients with long-term care needs, engaging family members to assist with rehabilitation at discharge.
- Coordinated with other health care professionals, social service agencies, and community resources in the implementation of the nursing care plan.
- Evaluated effectiveness of the nursing care plan, made assessments of results and future needs.
- Coordinated with other Wards (Pediatric, Obstetric-Gynecology, and Orthopedic) in conducting in-service education for staff members.

Clinic Nurse/Secretary **05/05/1980 to 12/17/1981**

Dr. Amadeo Lustre, Gastroenterologist
Cardinal Santos Memorial Hospital, Green Hills – Philippines

Clinic Nurse/Secretary **05/05/1980 to 12/17/1981**

Dr. Crisostomo Arcilla, General Practitioner
Manila Doctors Hospital, Manila – Philippines

Clinic Nurse/Secretary **06/15/1980 to 12/17/1980**

Dr. Potenciano Baccay, Nephrologist
University of the East Ramon Magsaysay Memorial Medical Center-Philippines

Clinic Nurse/Secretary **09/1980 to 12/17/1980**

Dr. Nicolas Zubiri, Cardiologist
Cardinal Santos Memorial Hospital, Manila – Philippines

- Made patient appointments, answered telephone calls, and wrote correspondence.
- Assisted physician with physical examination, obtained specimen from patients for routine laboratory examination, and gave prescribed inoculations.
- Made appointments for patient referrals.
- Maintained neat and orderly files.
- Placed orders for office supplies, prepared purchase orders and invoices.
- Took minutes during meetings and conferences.

AWARDS

- Legislative recognition for Outstanding Service: Alaska State Legislature, 2016
- Recognized by City & Borough of Juneau's Mayor, Randall Koelsch for contributions to public health in Alaska and the Philippines, 2016
- US Department of Agriculture, Western Region for Leadership and Distinguished Service, 2015
- Alaska Airlines Above & Beyond Award for Outstanding Customer Service, 2014
- Leadership Award- National Association of WIC Directors, 1999

VOLUNTEER

- Typhoon Frank Fund-Raising Campaign, June 28, 2008, Juneau
- Annual Paratong Elementary School Feeding Event, LA Union-Philippines, 2012-Present
- Castanos Family Fund-Raising in Coordination with the Filipino Community, Inc., Juneau, September, 2018