

Sophie Roth

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Education

- California Institute of Integral Studies, San Francisco, California-Masters (MA): Psychological Studies: 2017-2021
- Goucher College, Baltimore, Maryland- Bachelor of Arts (BA): Women's Studies: 2012-2016

Work Experience

Healthy Minds Alliance AmeriCorps Member, Health360 (August 2023-Present)

- Participate in designated mental health evidence-based/ informed training
- Provide support in answering calls/ texts/ chats that come into local crisis call center
- Build capacity to recruit other volunteers for the crisis call center
- Assist with onboarding and training of other volunteers
- Outreach to local community to educate on 988
- Market program through press releases, social media and informational sessions
- Provide performance measure data to Health360
- Assist with evaluation, building evidence around services provided
- Establish and foster relationships with community mental health agencies as partners and resources
- Serve as a resource to course participants on an ongoing basis
- Respect the privacy of colleagues and others, including the responsibility to protect personal information
- Advocate for mental health awareness whenever possible
- Grant writing to support mental health focused activities
- Participate in AmeriCorps large service project
- Participate in monthly calls held nationally by Health360
- Assist host site with ongoing mental health community initiatives and regional events
- Health AmeriCorps trainings Complete required CDC and Public

Administrative Assistant, Genetics Society of America (March 2023-May 2023)

- Work closely with the executive director to keep her well informed of upcoming commitments and responsibilities and follow up as needed.
- Poll for and schedule meetings (for all staff), both virtual and in person
- Serve as primary membership liaison by assisting members with membership issues and concerns.
- Responds to, or routes to the appropriate individual, inquiries received via email or incoming calls and identifies trends from inquiries received to improve overall

membership satisfaction; fields questions from Executive Director or others to provide background information on individual constituents

- Coordinate GSA board election: work with the Past President, compile background information on candidates and nomination materials, schedule and attend Nominating Committee call, follow up with candidates, work with Communications department to create nomination site and manage communications schedule, provide updates on voting, schedule follow-up calls with winning candidates
- Administer and organize all internal GSA documentation: maintain document repository (contracts, agreements, etc.), maintain Standard Operating Procedures (SOP), and administer DocuSign, provide onboarding materials for new staff and incoming board members, maintain and update employee handbook
- Update Salesforce constituent records with data from outside application sources
- Provide administrative support to GSA volunteers, including for multiple committees; take and maintain minutes at monthly Executive Committee Meetings; twice annual Board Meetings; assist with travel arrangements for board/volunteers
- Assist the Communications Department with occasional proofreading, copy editing, and routine website updates; test and proof GSA websites or conferences programs, as requested by Communications department or Conferences department, including bug documentation and copy editing
- Assist all GSA departments with administrative tasks as needed during peak times of activity
- Become trained on and work with IT Manager and Department Heads to update straightforward areas of software used by GSA

Office Manager, Institute for Women's Policy Research (January 2023-March 2023)

- Oversee supplies and equipment procurement
- Provide direct administrative supports as needed, including scheduling meetings, booking travel, mailing and shipping packages, and updating contact databases and employee lists
- Oversee and maintain office equipment for uninterrupted function, identify and fulfill office supply needs, maintain and manage vendors, and coordinate food delivery as needed
- Receive and process office mail
- Manage the organizational calendar and internal communication
- Oversee the guest experience and ensure a personal, friendly experience for anyone coming into the office
- Oversee the day-to-day activities of the office as the main point of contact in the reception area
- Plan office parties and celebration
- Contribute to efforts to ensure a collaborative workplace culture
- Manage special projects as needed

Administrative Assistant, WestEd (July 2022-November 2022)

- Print materials, assemble binders, and ship items
- Provide logistical and technical support for virtual and in-person meetings
- General clerical support (scheduling, data entry, and notetaking)

**Administrative Assistant, American Society for Biochemistry and Molecular Biology
(February 2022-June 2022)**

- Manage Journal of Biochemistry (JBC reviews)
- Share out weekly progress during meetings regarding JBC reviews
- Assist in meeting preparation for the society

Office Manager, The Relationship Foundation (Aug 2020-December 2021)

- Developmental and structural support founder of The Relationship Foundation, Michael Jasz
- Assist in curriculum development
- Research on various subjects related to social issues and mental health
- Manage company calendar
- Check organization email and voicemails daily
- Assist in hiring new interns
- Grant research and writing
- Design board meetings
- Plan and assist during webinars & presentations

Marketing Intern, Mosaic Theater Company of D.C (August 2017-June 2018)

- Assist the Patron Services Manager, Director of Marketing and Company Manager
- Participate in weekly staff and marketing meetings
- Design page of website with actor profiles and bios
- Sell subscriptions at shows
- Use Salesforce to assist patrons with their ticket orders
- Organize Excel spreadsheets

**Manager of Local Voices Bookstore, Mosaic Theater Company of D.C., Washington, D.C.
(January 2017-June 2018)**

- Sell books before, after, and during intermissions at 75% of Mosaic performances for ten productions
- Set up/strike bookstore table every weekend for Church service in the same space

**Research Assistant, Sleep Clinic, Children's National Medical Center (CNMC),
Washington, D.C (May 2015-August 2015)**

- Sat in during meetings about patient cases
- Learned about sleep terminology
- Edited handouts about sleep disorders
- Completed Collaborative Institutional Training Initiative (CITI) training
- Organized patient files alphabetically

Development Office Assistant, Capital City Public Charter School (2011-2012)

- Sorted through dozens of photographs and organized them for publications
- Organized news clippings that had been in a stack for three years.
- Read through school newsletters and typed up a grid outlining which stories ran in which issues
- Conducted an interview with the 7th and 8th grade science teacher about a robotics contest and wrote an article about the contest

Volunteer Experience

- Volunteer, World Neighbors, Oklahoma City, Oklahoma (February 2018)
- Program Aid, Art for All People, Cincinnati, Ohio (February/March 2017)
- Research Intern, Sleep Clinic, Children's National Medical Center, Washington, D.C (August 2014)
- Assistant to the Co-Artistic Director, Joshua Morgan, No Rules Theater Company (June 2014)