

**Michael Stephen Spencer**  
**Office of Clinical Research**  
**111 T.W. Alexander Drive**  
**Research Triangle Park, NC 27709**  
**Maildrop A2-06, Room A253**  
**Phone: 919-541-1168, Email: spencermi@niehs.nih.gov**

<b>Education</b>	<u>University of Georgia</u> , Athens, Georgia 30602 <b>Masters of Education, Health Promotion and Health Behavior Theory</b> Area of Emphasis: <i>Community Health</i> GPA: 3.70 overall <u>University of Georgia</u> , Athens, Georgia 30602 <b>Bachelors of Science in Education, Exercise and Sports Science</b> Minor: <i>Behavioral Psychology</i> GPA: 3.37 overall	May 2003       December 2000
------------------	---	---

<b>Experience</b>	<b>Clinical Manager</b> U.S. Department of Health and Human Services National Institutes of Health, National Institute of Environmental Health Sciences, Division of Intramural Research, Office of the Scientific Director, Office of Clinical Research Supervisor: Perry Blackshear - (919) 541-4899 <b>Emerging Leaders Program</b> U.S. Department of Health and Human Services Track- Administrative Management Home Office- National Institutes of Health, Clinical Center, Office of the Director, Office of Administrative Management and Planning Program Supervisor- Debbie Butcher- (301) 435-6755 <u>Seventh Rotation</u> - National Institutes of Health, National Institute of Environmental Health Sciences, Division of Intramural Research, Administrative Management Branch Supervisor – Connie Riley – (919) 541-5719 <u>Sixth Rotation</u> – National Institutes of Health, National Institute of Environmental Health Sciences, Office of Management Supervisor – Rich Freed – (919) 541-3211 <u>Fifth Rotation</u> - National Institutes of Health, Clinical Center, Office of the Director, Office of Administrative Management and Planning Supervisor- Rob Mekelburg, MBA- (301) 451-4703 <u>Fourth Rotation</u> – HHS Office of the Secretary, Office of Intergovernmental Affairs, Tribal Affairs Supervisor – Gena Tyner-Dawson – (202) 401-9964 <u>Third Rotation</u> - Indian Health Service – Eastern Band of Cherokee Indians Service Unit – Cherokee, NC Supervisor – Jodi Adams (828)-497-7454 <u>Second Rotation</u> – U.S. Administration on Aging, Center for Planning and Policy Development & Center for Management Supervisors- Melanie Starns- (202) 357-3464 & Kari Benson- (202) 357-3461 <u>First Rotation</u> - National Institutes of Health, Clinical Center, Office of the Director, Office of Administrative Management and Planning Supervisor- Rob Mekelburg, MBA- (301) 451-4703 <b>Educational Program Specialist and Research Assistant</b> University of Georgia Department of Health Promotion and Behavior Project Title- NHTSA Region IV Data Analysis and Evaluation Supervisor- Dr. Carol P. Cotton, Ph. D.- (706) 542-2804	July 2005 – Current       July 2003 - July 2005       April 2005 – July 2005       January 2005 – April 2005       August 2004 – December 2004       April 2004 - August 2004       January 2004 – April 2004       October, 2003 - January, 2004       August, 2003- October 2003       October, 2002- May, 2003
-------------------	---	--

- Data analysis and evaluation including report synthesis and generation
- Communication coordination between supervisor, regional headquarters, and regional support team
- Conducted traffic safety research and literature reviews
- Advised supervisor on technical issues and innovative presentation methods
- Produced state and regional information maps utilizing advanced mapping software

**Graduate Internship**

University of Georgia Department of Health Promotion and Communications  
University Health Center

January, 2003-  
May, 2003

Supervisor- Michael Shutt, MPA, BS- (706) 542-8652

- Implemented campus-wide educational programs
- Developed educational materials
- Basic counseling skills
- Planned and performed campus environmental assessment (print media)
- Participated in departmental strategic planning
- Designed campus-wide media campaigns
- Student organization advisory position
- Evaluation of campus alcohol violation sanctions

<b>Associations</b>	<b>Pi Lambda Theta</b> , International Honor Society and Professional Association in Education	2002
	<b>Kappa Delta Epsilon Educational Fraternity</b> , Academic Honor Society	1998
	<b>Phi Kappa Tau Fraternity</b> , National Social Fraternity	1996

<b>Certifications, Trainings, &amp; Skills</b>	Domestic Travel Training	December, 2005
	Purchase Card Training	November, 2005
	Management Analysis, USDA Graduate School	June, 2005
	HHS Basic Project Officer's Certification	October, 2004
	Health Advocacy Training, University Health Center	March, 2003
	Basic web design development and publishing knowledge	
	Excellent Internet skills and knowledge of web-browsing applications	
	Proficient in Microsoft Word & PowerPoint and Corel Draw	
	Familiar with SPSS, Microsoft Excel, Access, & Publisher	
	Elementary Spanish skills	

<b>Awards</b>	University of Georgia Dean's List	
	University of Georgia Presidential Scholar	1996
	Whitey Zimmerman Student Athletic Trainer Memorial Scholarship	1993
	Boy Scouts of America Eagle Scout	1995
	• Bronze, Gold, and Silver Palms	