



# PRIYA RAVINDRAN

## Program Coordinator

Program manager with seven years running cross-functional initiatives across nonprofit and health-tech settings. Comfortable owning budget, scope, and reporting for programs with 8 to 15 stakeholders. Known for tight status updates and cleaning up handoffs between teams that were not talking.

### CONTACT INFORMATION



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### KEY SKILLS

- Program budgeting and forecasting
- Grant reporting (federal, state, private)
- Workplan and milestone tracking
- Asana, Smartsheet, Airtable
- Salesforce NPSP
- Stakeholder communication
- Meeting facilitation
- Vendor and contract management
- Excel (pivot tables, VLOOKUP)
- Tableau (basic dashboards)

### PROFESSIONAL EXPERIENCE

#### PROGRAM MANAGER, COMMUNITY HEALTH INITIATIVES | BEACON RIDGE FOUNDATION, RALEIGH, NC

2021 – PRESENT

- Manage a portfolio of 6 grant-funded programs totaling \$3.4M in annual spend, reporting quarterly to the board and two federal funders.
- Rebuilt the intake and enrollment workflow with the clinical team, cutting the wait time between referral and first appointment from about three weeks to eight days.
- Run a weekly 45-minute stand-up across program leads, evaluation, and finance; issues that used to sit for a full grant cycle now surface within a week.
- Wrote the renewal narrative and outcomes appendix for our largest federal health award; renewal came through at full funding.
- Coach 3 program coordinators on workplan structure, budget tracking, and how to write a status update a funder will actually read.

#### PROGRAM COORDINATOR | WILLOWMARK HEALTH ACCESS, DURHAM, NC

2018 – 2021

- Coordinated logistics for a mobile screening program serving 14 counties, including scheduling, vendor contracts, and volunteer rosters.
- Built the first shared calendar and site checklist the field team had ever had; missed appointments dropped noticeably over the following two quarters.
- Owned monthly data pulls for the state contract and drafted the narrative section of every quarterly report.
- Sat in on payer meetings and translated the operational asks back into action items for the program lead.

### EDUCATION

M.P.H., Health Policy and Management, University of North Carolina at Chapel Hill, 2018

B.A., Sociology, Wake Forest University, 2016

Master of Public Administration, University of Washington, 2022