

## EXECUTIVE SECRETARIAT PORTFOLIO ASSIGNMENTS

As of January 18, 2024

EXECUTIVE CORRESPONDENCE OPERATIONS	
<b>Michelle Whitfield</b> 301.402.0384	<b>Manager, Executive Correspondence Operations</b> ECHO, NICHD SAAVI Clearance Approvals, Back-up Work Assignment, Back-up NIH Director's Email
Kenise Bridgers 301.594.1359	NEO, NIBIB, NIDDK, ODEO, OM (OALM, OB, OFM, OHR, ORF, ORS)
Kaliane Davidson 301.827.4742	OSP, OTT, DPCPSI (OAMC, OAR, OBSSR, ODP, ODS, ODSS, OEPR, ONR, OPA, ORIP, ORWH, OSC, SGMRO, THRO), FIC
Monica Dozier 301.435.3971	CCR, NCATS, NCCIH, NHLBI, NIAMS, NIGMS, NIMH, NINR, OCIO, CIT
Elana Gray 301.451.8606	OMA, OCPL, NIDCR, NIEHS, Reports to Congress (Authorizing)
Celeste Boskent Lawson 301.496.3970	CC, NCI, NEI, NHGRI, NIA, NIAAA, NIDA, NIDCD, NINDS, NLM, OGC, OGC/E, BRAIN Initiative, HEAL Initiative
Brittany Quarles 240.974.7226	NIAID, COSWD, EDI, NIMHD, UNITE, AoU, OIR, OER, CSR, Back-up OHR packages
Erin Frisch (C) 301.594.9777	SPS Assignments, Hard Copy Mail, Daily Coverage Emails, Special Projects Back-up ES Mailbox, NIH Director's Courtesy Correspondence ( <i>training</i> )

EXECUTIVE PORTFOLIO SERVICES	
<b>Lindsay Cramer</b> 301.496.3967	<b>Manager, Executive Portfolio Services</b> OLPA NIH Director Invitations Manager, SAAVI Clearance Approvals, Back-up Work Assignment, Back-up NIH Director's Email
Greta Doswell 301.496.3962	<b>Senior Policy Analyst</b> DEPD, ADepD, CoS, ARPA-H NIH Principal Deputy Director's Email and Invitations, OS Bi-weekly Meetings, OS quick clearances, Back-up NIH Director's Email, Back-up HHS Reports Back-up NIH Director's Meeting Materials
Kayla O'Donnell 301.435.5889	NIH Director's Email, HHS Reports, All-Staff messages (lead), Back-up NIH Director Invitations Manager
Ben Rubenstein 301-827-5521	Reports to Congress (Appropriations), NIH Principal Deputy Director's Email and Invitations ( <i>training</i> ), OS Bi-weekly Meetings ( <i>training</i> ), Back-up All-Staff messages ( <i>training</i> )
Claudia Mejia (C) 301.480.8192	NIH Director Invitations Coordinator, Hard Copy Mail Back-up SPS Assignments, Back-up ES Mailbox, Back-up OFACP, Special Projects
Dee George (C) 301-827-6443	ES Mailbox, OFACP ( <i>training</i> ), Hard Copy Mail Back-up NIH Director Invitations, Back-up SPS Assignments, Special Projects

<b>PROGRAM INTEGRATION AND BUSINESS OPERATIONS</b>	
<b>Emma Di Mantova</b> 301.594.1476	<b>Chief, Program Integration and Business Operations</b> SAAVI Manager, SAGE, ES Website & Communications, ES Informational Meetings, Resource Management, Special Projects
Christine McMahon 301.496.3965	<b>Business Analyst</b> SAAVI Coordinator, ES Website, Business Process Improvements and Projects
Betty Haileleul 301.496.3964	<b>Operations Manager</b> Office Management, Human Resources, Budget/Financial Administration, Special Projects
Mariko Cool 301.496.3972	ES Director's <b>Special Assistant and Scheduler</b> ES Website, NIH Director's Courtesy Correspondence, NIH Director's Meeting Materials ( <i>part-time detail</i> ), Special Projects
Doug Rojas (C) 301.827.4636	ES Director's Scheduler, Special Projects

<b>RECORDS MANAGEMENT &amp; OFFICIAL FILES</b>	
<b>Michael Broome</b> 301.827.4034	<b>Manager, Records Management &amp; Official Files</b>
Jason Lima 301.594.9290	<b>Team Lead</b>
Litsa Marinos 301.435.1176	<b>FOIA Coordinator</b>
Jennifer Busby 301.496.0527	Records Manager
Bruce George 301.496.3969	Records Manager
Angel Horton 301.402.6378	Records Manager
Linda Smithery 301.827.5886	Records Manager
Tremaine Wade (C) 301.451.2877	Records Manager