

EXECUTIVE SECRETARIAT PORTFOLIO ASSIGNMENTS

As of **May 22, 2024**

LEADERSHIP	
Nate Brought	Director
Vacant	Deputy Director

PROGRAM INTEGRATION AND BUSINESS OPERATIONS	
Emma Di Mantova 301.594.1476	Chief, Program Integration and Business Operations SAAVI Manager, SAGE, ES Website & Communications, ES Informational Meetings, Resource Management and Budget, Special Projects
Christine McMahon 301.496.3965	Business Analyst SAAVI Coordinator, ES Website, Business Process Improvements and Projects
VACANT	Business Operations Manager Office Management, Human Resources, Budget/Financial Administration, Special Projects
VACANT	Program Specialist
Raquel Gonzalez (C) 301.496.4424	Administrative Support Staff ES Director's Scheduler, Administrative Support

EXECUTIVE PORTFOLIO SERVICES	
Lindsay Cramer 301.496.3967	Manager, Executive Portfolio Services OLPA, NIH Director Invitations Manager, SAAVI Clearance Approvals, Back-up Work Assignment, Back-up NIH Director's Email
Greta Doswell 301.496.3962	Senior Policy Analyst DEPD, ADepD, CoS, ARPA-H, OS quick clearances, Back-up NIH Principal Deputy Director's Email and Invitations, Back-up OS Bi-weekly Meetings, Back-up NIH Director's Email, Back-up HHS Reports, Back-up NIH Director's Meeting Materials
Mariko Cool 301.496.3972	Policy Analyst NIH Director's Meeting Materials, Back-up NIH Director's Courtesy Correspondence, Back-up NIH Director's Email and Invitations (training), Back-up NIH Principal Deputy Director's Email and Invitations (training), Back-up All-Staff messages (training)
Kayla O'Donnell 301.435.5889	Policy Analyst NIH Director's Email, HHS Reports, All-Staff messages (lead), Back-up NIH Director Invitations Manager
Ben Rubenstein 301-827-5521	Policy Analyst NIH Principal Deputy Director's Email, OS Bi-weekly Meetings, Reports to Congress (Appropriations), Back-up All-Staff messages (<i>training</i>)
Jen Busby 301.496.0527	Policy Analyst (on part-time detail from the Records Management Team) NIH Director Invitations Co-Coordinator

Claudia Mejia (C) 301.480.8192	Administrative Support Staff NIH Director Invitations Co-Coordinator, Hard Copy Mail, Back-up SPS Assignments, Back-up ES Mailbox, Back-up OFACP, Special Projects
Dee George (C) 301-827-6443	Administrative Support Staff ES Mailbox, OFACP, Hard Copy Mail, NIH Principal Deputy Director Invitations, Back-up NIH Director Invitations, Back-up SPS Assignments, Special Projects

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

RECORDS MANAGEMENT & OFFICIAL FILES	
Michael Broome 301.827.4034	Manager, Records Management & Official Files On detail to HHS
Jason Lima 301.594.9290	Team Lead
Litsa Marinos 301.435.1176	FOIA Coordinator
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)
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Records Manager