

**EXECUTIVE SECRETARIAT PROGRAM ANALYST
PORTFOLIO ASSIGNMENTS
As of January 31, 2025**

EXECUTIVE PORTFOLIO SERVICES	
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Kenise Bridgers 301.594.1359	Program Analyst OHR Approval Packages, ODEO Approval Packages, OHR Award Nominations Conference Grant Packages, Invitations Team, Back-up OFACP
Jen Busby 301.496.0527	Program Analyst NIH Director Invitations Co-Coordinator; OHR Packages back-up (on part-time detail from the Records Management & Official Files team)
Mariko Cool 301.496.3972	Program Analyst NIH Director's Meeting Materials, Back-up NIH Director's Courtesy Correspondence, Back-up NIH Director's Email and Invitations (<i>training</i>), Back-up NIH Principal Deputy Director's Email and Invitations (<i>training</i>), Back-up All-Staff messages (<i>training</i>)
Kayla O'Donnell 301.435.5889	Program Analyst NIH Director's Email, HHS Reports, All-Staff messages (lead), Back-up NIH Director Invitations Manager
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
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

EXECUTIVE CORRESPONDENCE OPERATIONS	
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Monica Dozier 301.435.3971	Program Analyst CCR, NCATS, NCCIH, NHLBI, NIAMS, NIGMS, NIMH, NINR, OCIO, CIT
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Erin Frisch (C) 301.594.977	Administrative Support Staff SPS Assignments, Hard Copy Mail, Daily Coverage Emails, Special Projects, Back-up ES Mailbox, NIH Director's Courtesy Correspondence (<i>training</i>), Back-up NIH Director Invitations Mailbox, Invitations Team