

**EXECUTIVE SECRETARIAT PROGRAM ANALYST
PORTFOLIO ASSIGNMENTS**
As of August 31, 2026

EXECUTIVE PORTFOLIO SERVICES	
Lindsay Cramer 301.496.3967	Manager, Executive Portfolio Services <i>Lead:</i> NIH Director Invitations Manager <i>Back-up:</i> SAAVI Clearance Approvals, Work Assignment, NIH Director's Email, NIH Director's Meeting Materials, E-Packages, All-Staff Messages, ODEO and OHR Approval Packages, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals, HHS Employment Settlements, OFACP Manager
Greta Doswell 301.496.396	Senior Program Analyst <i>Lead:</i> Principal Deputy Director's Email, Principal Deputy Director's Invitations Manager <i>Back-up:</i> NIH Director's Email, NIH Director's Invitations Manager, , All-Staff Messages, ODEO and OHR Approval Packages, HHS Employment Settlements, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals; Temporary- DPCPSI (AoU, ECHO, OAMC, OAR, OBSSR, ODP, ODS, ODSS, OEPR, ONR, OPA, ORIP, ORWH, OSC, SGMRO, THRO)
Kenise Bridgers 301.594.1359	Program Analyst <i>Lead:</i> OHR Approval Packages, ODEO Approval Packages, HHS Employment Settlements, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals, <i>Back-up:</i> OFACP, NIH Director Invitations Coordinator
Jen Busby 301.496.0527	Program Analyst <i>Lead:</i> NIH Director Invitations Co-Coordinator, Director Invitations Mailbox, Principal Deputy Director's Invitations Coordinator <i>Back-up:</i> NIH Director's Meeting Materials
Mariko Cool 301.496.3972	Program Analyst <i>Lead:</i> NIH Director's Meeting Materials, OFACP Manager <i>Back-Up:</i> NIH Director's Courtesy Correspondence, NIH Director Invitations Coordinator, All-Staff Messages (from Exec Sec mailbox), NIH IC Director Meeting Summaries and Action Item Tracking
Kayla O'Donnell 301.435.5889	Program Analyst <i>Lead:</i> NIH Director's Email, NIH Director's Priorities and Outstanding Tasks, NIH IC Director Meeting Summaries and Action Item Tracking, All-Staff Messages, White House Chief of Staff Weekly Report <i>Back-up:</i> Principal Deputy Director's Email, NIH Director Invitations Manager
Nneka Oluigbo (C) 301.827.3945	Administrative Support Staff <i>Co-Lead:</i> NIH Director Invitations Co-Coordinator, Hard Copy Mail <i>Back-up:</i> Director Invitations Mailbox, SPS Assignments, ES Mailbox, OFACP, ES Mainline
Lisa Washington (C) 301.827.6443	Administrative Support Staff <i>Lead:</i> ES Mailbox, OFACP Coordinator, Hard Copy Mail <i>Back-up:</i> SPS Assignments

EXECUTIVE CORRESPONDENCE OPERATIONS

Michelle Whitfield 301.402.0384	Manager, Executive Correspondence Operations <i>Lead:</i> SAAVI Clearance Approvals, E-Packages <i>Back-up:</i> Work Assignment, NIH Director's Email and Invitations, All-Staff Messages, ODEO and OHR Approval Packages, OHR Award Nominations, Conference Grant Packages; Temporary- OSP, OTT
Kaliane Davidson 301.827.4742	Program Analyst Extended Leave
Monica Dozier 301.435.3971	Program Analyst <i>Lead:</i> CCR, NCATS, NCCIH, NHLBI, NIAMS, NIGMS, NIMH, NINR, OCIO, CIT
Elana Gray 301.451.8606	Program Analyst <i>Lead:</i> OMA, OCPL, OLPA, NIAID, NIDCR, NIEHS, Reports to Congress (Authorizing); Temporary- FIC
Celeste Boskent Lawson 301.496.3970	Program Analyst <i>Lead:</i> CC, NCI, NEI, NHGRI, NIA, NIAAA, NIDA, NIDCD, NINDS, NLM, NEO, OGC, OGC/E
Brittany Quarles 240.974.7226	Program Analyst OER, CSR, NIMHD, EEO, OIR, NICHD
Ben Rubenstein 301-827-5521	Program Analyst <i>Lead:</i> NIDDK, NIBIB, ARPA-H, ODEO, OM (OALM, OB, OFM, OHR, ORF, ORS), Reports to Congress (Appropriations)
Erin Frisch (C) 301.594.977	Administrative Support Staff <i>Lead:</i> ES Mainline, SPS Assignments, Hard Copy Mail, Daily Coverage Emails, NIH Director's Courtesy Correspondence <i>Back-Up:</i> ES Mailbox, NIH Director Invitations Coordinator and Invitations Mailbox