

CAILEEN SIMONDS

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11/12/2025

Town of Needham
1471 Highland Ave
Needham, MA 02492

Dear Town of Needham:

I am writing to express my interest in the Needham's Health and Human Services Department role of Assistant Shared Services Manager. With my current role as a Shared Service Coordinator with the Town of Southwick I have developed proficient skills in the Public Health Excellence Grant, all of which will be successfully carried over to the Manager position with Needham, as I look to relocate in Massachusetts.

In my current role, I have successfully designed and implemented numerous programs to support the shared municipalities residents. Based on needs-based assessment, and data driven programs to better improve public health performance standards. Programs include a maternal child home visitation program, blood pressure education and screening programs, and SOP/checklists to maximize inspectional performance for all towns individual public health systems. While also managing two public health nurses, updating board members, and ensuring the constant updating to grants management software of Smartsheet, engaging with all state stakeholders and state program coordinators.

The shared service agreement has also allowed me the opportunity to develop my skills in inspectional standards. Obtaining numerous certifications including: ServSafe food protection manager, Allergy Awareness, Certified Pool/Spa operator, Tiers One and Two Food and Housing trainings with the Department of Public Health, and MAVEN. Ensuring I can help assist municipalities with inspectional operations, and infectious disease surveillance for all SSA municipalities.

With a deep passion for public health holding both a bachelor's and master's degree in public health, I believe in the mission of the Public Health Excellence grant. Uniting municipalities, setting, and updating training protocols, and investing in programs that best serve the communities is at the forefront of public health, health promotion, and disease prevention.

I look forward to learning more about the role and engaging in conversation on how I believe my knowledge of the Public Health Excellence Grant, and my educational background align with the responsibilities of the Assistant Shared Services Manager role. Please feel free to call or email me with any questions.

Sincerely, Caileen Simonds

Caileen T. Simonds East Longmeadow MA

413-427-0624 or 99caileen@gmail.com.

PROFESSIONAL OBJECTIVE

Passionate public health advocate seeking an Assistant Shared Services Manager role in Needham, MA. With a deep understanding of the SAPHE 2.0, and Public Health Excellence grant management. Committed to the safety and well-being of community residents, by creating programs that will impact residents positively. While working towards the advancement of performance standards in Public Health.

Skills: Grant Management, MS Word/Excel Advanced, Organization, Self-Starter, Critical Thinking, Health Communication, Problem Solving, Program Planning/Evaluation, Data Analysis, and Inspection Reporting.

Certifications: Food Protection Manager (SERVSAFE) , Certified Pool Operator, Allergy Awareness, CPR, COVID-19 Contact Tracing with John Hopkins, Tier1 Food and 2 Housing Inspection Training Program, and CITI Training Certified.

EDUCATION:

University of Massachusetts Amherst – (BS) in Public Health, Cum Laude Graduate 2023.

University of Massachusetts Amherst- Master's in Public Health (MPH) 2024

RELEVANT EXPERIENCE

Town of Southwick (6/3/2024- Present)

Shared Service Coordinator/Health Agent (Current)

- Facilitated operations of Public Health Excellence Grant for District of six municipalities.
- Managed funding, program creation, and conducted productive open meetings for public health efforts.
- Actively engaged in education and participation in health inspections (Housing and Food)

Public Health 160 (MBMH) with Professor Avyazian (9/22-5/24)

Graduate Teaching Assistant

- Engaged and Facilitated discussions within team-based learning classroom with students.
- Coordinates meetings with Undergraduate Teaching Assistants to run classroom more effectively.

Leda Health (5/2023-9/2023)

Operations Intern

- Grant Writing and Management- Researched policies to support survivors of sexual assault and promote prevention.

ServiceNet (5/2021-6/2022)

Residential Worker/ Personal Care Assistant

- Assisted Mentally Disabled Patients to lead more quality and fulfilling lives.
- Supported patients given their extensive medical and developmental needs

University of Massachusetts Public Health Promotion Center (1/2021-5/2021) (10/ 2021-5/2022)

COVID-19 Contact Tracer

- Recorded and Analyzed data to assist in universities weekly reporting of Covid-19 Cases

