

Kaylee Abato
Brookline, MA | (716) 598-1496 | kabato16@gmail.com

11/20/2025

Dear Shared Services Team,

Thank you for the opportunity to apply for the Assistant Shared Services Manager position. With over four years of experience working in Massachusetts local public health departments, and another three years working as a Program Manager managing AmeriCorps programs, I could be an asset to the team. Working in these positions I have gained experience contributing to the development of programs, staff trainings, and building relationships with partnering organizations.

I am currently pursuing a full-time position where I can utilize my experience in program management and local public health to expand on my leadership abilities. I am looking for a position that will further grow my local public health experience while working with others.

Based on your requirements, the following highlights of my background showcase the value I would bring to your organization:

- Proficient in training inspectional staff in local public health as well as training residential staff in lodging house trainings
- Developed orientation document for new inspectional staff
- Experience organizing and running events such as, the Brookline Rabies vaccination clinic
- Ability to manage multiple projects and cases at once while meeting deadlines
- Experience developing and reviewing regulator, policy, and guidance documents
- Past experience convening monthly check-in meetings with AmeriCorps members
- Knowledge and experience in applying for federal grants
- Ability to solve problems and effectively communicate expectations
- Experience contacting Massachusetts state health department and working with shared services department
- Current member of MHOA and MEHA

In addition, I am a detail-oriented professional who can be relied on and trusted by fellow colleagues. Over the course of my career, I have been recognized for my positive attitude and enthusiasm for learning. I believe the drive I would bring to the job every day and my attention to detail would allow me to excel in the Assistant Shared Services Manager position.

I look forward to elaborating on my specific skills, abilities, and qualities that I could bring to the department. Thank you in advance for your time and consideration.

Sincerely,
Kaylee Abato, MPH

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EDUCATION

Boston University, Boston, MA

Graduation: May 2022

Master of Public Health; Environmental Health Certificate

The State University of New York at Buffalo, Buffalo, NY

Graduation: May 2016

Bachelor of Arts; Social Sciences Interdisciplinary Studies

CERTIFICATIONS

ServSafe Certified Food Manager, Expiration December 2026

Certified Pool & Spa Operator, Expiration June 2028

MA Lead Determinator, Obtained October 2024

WORK EXPERIENCE

Public Health Sanitarian, Brookline Health Department

June 2024- Current

Environmental Health Department, Brookline, MA

- Approve new food establishment plan reviews, meet with new food establishment ownership and assist in opening of new food establishments
- Train, supervise, and assist Senior Health Inspectors
- Conduct routine and comprehensive evaluations and respond to complaints relating to food establishments, swimming pools, recreational camps, body art establishments and lodging houses in accordance with applicable federal, state, and local laws and regulations

Senior Health Inspector, Brookline Health Department

March 2023- June 2024

Environmental Health Department, Brookline, MA

- Responsible for conducting primarily sanitary inspections of food service and body art establishments, schools, summer camps and swimming pools
- Enforces various state government, municipal ordinances and regulations, sanitary and environmental codes regarding public health and safety
- Responds to, follows up, and documents received animal bite complaints

Environmental Health Specialist, Newton Health Department

May 2022- March 2023

Health and Human Services Department, Newton, MA

- Responsible for conducting primarily sanitary inspections of selected food service and body art establishments, schools, swimming pools, and tanning salons
- Enforced various state government, municipal ordinances and regulations, sanitary and environmental codes regarding public health and safety
- Respond to, followed up and documented complaints of unsanitary conditions and other violations of regulations

Intern, Brookline Health Department

October 2021- May 2022

Division of Environmental Health, Brookline, MA

- Assisted in local restaurant, home and building inspections
- Created Environmental Educational Resources for community members and health department
- Researched potential environmental impacts of synthetic turf fields based on community concerns

Graduate Assistant, The RURAL Study

March 2021- May 2022

Boston University School of Medicine, Boston, MA

- Assisted the team with research operations for RURAL
- Draft and developed scientific and operational documents for partner institutions
- Liaise between the different institutions involved in the RURAL study to share information to reach objectives

Research Assistant, The CHORUS Study

September 2021- March 2022

Boston Medical Center, Boston, MA

- Coordinated study participants reimbursements and other study operations
- Contacted study participants to gather data on experience for those enrolled in the study
- Contributed to preparation of manuscripts and grant applications

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Intern, Massachusetts Department of Public Health

May 2021- August 2021

Mansfield Health Department, Mansfield, MA

- Assisted the Health Agent in local home, hotel, restaurant, and septic inspections
- Researched best practices/conducted environmental scan of specific strategies used to promote local public health
- Created educational materials on public health topics to be shared over social media and local outreach

Program Manager, Economic Development Corps & VISTA

August 2017- December 2020

The Service Collaborative, Buffalo, NY

- Supervised and trained 20 Economic Development Corps and 10 VISTA members by building relationships with members, conducting monthly member check-ins, onboarding members, and maintaining member payroll
- Assisted in writing programmatic grants through the New York State Office and the Corporation of National and Community Service
- Collected and analyzed data reporting from AmeriCorps members to submit to the New York State Commission

AmeriCorps National Civilian Community Corps

October 2016- July 2017

Corps Member & Assistant Team Leader, Sacramento, CA

- Served within a team of ten individuals in communities across the Pacific coast focusing on education, disaster relief, community, and environmental needs
- Partnered with Federal Emergency Management Agency (FEMA) to revitalize 17 impaired homes within the communities surrounding Baton Rouge, LA
- Supported three foodbank farms across Washington state harvesting and planting vegetables which, in return, went to the food banks for community members to obtain