

# Maija Leff

620 Waterbury Ct • Graham, NC 27253 • [maija\\_leff@med.unc.edu](mailto:maija_leff@med.unc.edu) • 984.244.9647

## EDUCATION

- 8/14 – 5/16 **University of North Carolina at Chapel Hill**  
MPH, Health Behavior, Gillings School of Global Public Health
- 9/05 – 6/10 **Stanford University**  
BS, Biological Sciences with Honors: Molecular and Cellular Biology

## PROFESSIONAL EXPERIENCE: WORKPLACE HEALTH and SAFETY

- 9/21 – pres. **Associate Director, Carolina Center for Total Worker Health and Wellbeing, UNC-CH**
- Providing support to the Center Director on all Center administrative aspects
  - Facilitating strategic planning for the Outreach Core
  - Developing a robust continuing education Total Worker Health certificate program for working professionals
- 10/18 – pres. **Program Manager, Total Worker Health Certificate Program, UNC-CH**
- Worked with Certificate Director (Dr. Laura Linnan) and national advisory board to formulate certificate competencies, learning objectives, assessments, and syllabi
  - Established certificate program administrative policies and procedures
  - Manage day-to-day administration, including preparing materials for academic committee review, responding to program inquiries, and coordinating advisory board meetings
  - Co-teach the 3 graduate-level courses in the certificate
- 6/16 – pres. **Project Director, Carolina Collaborative for Research on Work and Health, UNC-CH**
- Served in Project/Program Manager roles for projects including the Total Worker Health Certificate Program, Total WellBeing, the National Survey of State Health Departments' Workplace Health and Safety Activities, and the Workplace Health Research Network
  - Coordinated journal club and speaker series events for CCRWH
  - Wrote communications and web content for CCRWH
  - Assisted in preparing scientific talks related to workplace health for CCRWH Director
- 7/20 – 12/20 **Co-Investigator, Carolina PROSPER, UNC-CH**
- Contributed to study design (including development of quantitative and qualitative instruments) and analysis
  - Supervised project Technical Leads
  - Presented study findings to enrolled businesses and public health practitioners
- 4/18 – 9/20 **Total WellBeing Coordinator, Work/Life and Wellness, UNC-CH**
- Developed a year-long training program to help wellness leaders at UNC Chapel Hill sharpen their skills in wellness program planning, implementation, and evaluation
  - Lead the organizational-level assessment of UNC Chapel Hill's wellness policies, practices, environments, and benefits. Coordinated contributions of key stakeholders
  - Lead strategy discussions with members of our Total WellBeing Advisory Group
- 6/16 – 3/17 **Project Manager, National Survey of State Health Departments' Workplace Health and Safety Activities, UNC-CH**
- Worked with content experts and key stakeholders to develop data collection instruments for this national study
  - Ensured data quality for the study by trouble-shooting survey software, conducting data cleaning, and training student transcriptionists
  - Managed data collection: recruited 79 survey participants (70% response rate), deployed a Qualtrics survey, and lead a three-person interview team in the process of conducting and analyzing 27 interviews

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- Worked with the Principal Investigator, Dr. Laura Linnan, to create presentations and manuscripts reporting study findings
- 6/16 – 3/17 **Project Manager, Workplace Health Research Network, UNC-CH**
- Provided administrative support to the 6 centers in this CDC-funded thematic research network
  - Responsible for budgeting, hiring, and reporting for the Coordinating Center at UNC Chapel Hill
- 1/16 – 6/16 **Research Assistant, Workplace Health Research Network, UNC-CH**
- Assisted with the development, piloting, and distribution of a national survey of State and Territorial Health Departments' workplace health and safety activities
  - Manage communications with the 112 State and Territorial Health Department staff invited to respond to this national survey
- 8/15 – 5/16 **Capstone Student, Self-Help Credit Union, NC**
- Worked as part of a team of four public health master's students to assist Self-Help in creating a workplace wellness plan. As part of this project:
    - Co-developed a company-wide baseline health risk assessment. Rigorously reviewed literature to help the team select appropriate, validated questions about physical activity, nutrition, musculoskeletal disorders, mental well-being and other health topics for the assessment
    - Interviewed Wellness Champions at several branches across the country to contribute to the team's efforts to characterize Self-Help's existing wellness program. Through 13 interviews, we gathered Champions' concrete recommendations on what senior leadership could do to support a functional program and a culture of health
    - As a team, conducted a literature review to identify 10 evidence-based interventions for Self-Help (e.g., creating an exercise break policy). Created implementation guides laying out step-by-step instructions for starting and sustaining each intervention
    - Took the lead on developing evaluation plans for each of 10 interventions that we recommended to Self-Help. Each plan included: a 1-year evaluation timeline; process/outcome indicators to collect at each time point; and SMART goals
    - Presented key recommendations in a midyear and final meeting with our Capstone Preceptor, HR Management, and the Chief Financial Officer
- 5/15 – 8/15 **Research Consultant, Advanced Wellness Systems, NC**
- Contributed to the writing of a manuscript that describes a new survey instrument for assessing vitality (the sense of being alive, passionate and excited) in the workplace
  - Conducted an academic literature review to identify and recommend metrics for measuring vitality to meet Advanced Wellness Systems' evaluation needs
- 5/15 – 8/15 **Health and Safety Training Specialist, Hourly Employee, UNITE HERE International**
- 5/14 – 7/14 **Union, CA**
- Contributed to the development of a resource guide to help hospitality and food service workers exercise their legal rights under OSHA, including guidance on navigating the OSHA complaint process. Compiled and created resources such as health and safety surveys, guidelines for union staff on working with health and safety data, checklists for gathering essential information, and outreach materials for workers (summers 2014 and 2015)
  - Conducted key-informant interviews with UNITE HERE staff and union members to identify the key components to include in the resource guide (summer 2015)
- 9/14 – 5/15 **Research Assistant, Carolina Collaborative for Research on Work and Health, UNC-CH**
- Identified key themes from 79 employee interviews to summarize employees' perceptions of workplace wellness programs (for the McDowell County Worksite Wellness Project)

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- Used Qualtrics online survey software to administer a workplace health research survey to 100+ participants
  - Maintained website content for the Carolina Collaborative for Research on Work and Health
- 10/13 – 12/13 **Health and Safety Training Volunteer, UNITE HERE International Union, CA**
- Under the supervision of UNITE HERE Workplace Safety and Health Coordinator, developed an outline for a training manual on OSHA legal rights for workers and union staff. Identified existing training materials as potential resources
- 8/11 – 7/12 **Occupational Health Volunteer, Street Level Health Project, CA**
- Designed a visual curriculum for the multi-lingual day labor community; trained 35 laborers
  - Established a collaboration with the San Francisco Department of Public Health and the “UNIDOS” project to bring a lead safety training to the Oakland Workers’ Collective
  - Designed a visual report of community research findings and organized outreach events to share these findings with 47 members of the local day labor community

## PROFESSIONAL EXPERIENCE: RESEARCH and TEACHING

- 8/15 – 12/15 **Graduate Teaching Assistant, Department of Health Behavior, UNC-CH**
- Worked as a teaching assistant for the departmental core course Applied Research Methods (taught by Dr. Noel Brewer, overview of quantitative research methods in behavioral science)
- 10/08 – 6/10 **Research Assistant, Spormann Lab, Department of Biology, Stanford University**
- Co-author on two peer-reviewed publications
  - Awarded B.S. with Honors for completing the honors thesis: “Characterization of a PAS-GGDEF-EAL domain protein in *Shewanella oneidensis*”

## PROFESSIONAL EXPERIENCE: OTHER

- 10/13 – 7/14 **Tutor, The Stutors, CA:** Math and science tutor, elementary – undergraduate level
- 1/12 – 7/12 **Tutor, The Stutors, CA:** Math and science tutor, elementary – highschool level
- 7/10 – 6/11 **First Mate, Neith LLC, CT:** Sailing and hospitality

## VOLUNTEER

- 8/15 – 5/16 **Volunteer Evaluation Specialist, Classroom to Community, UNC-CH**
- Improved Classroom to Community’s ability to evaluate volunteers’ professional growth by coordinating the development of two assessment tools: a pedagogical knowledge test and an effective teaching observational rubric
  - Coordinated the process evaluations for the program’s 14 volunteer training seminars, 64 volunteer-delivered health lessons, and the host school/volunteer group partnership
- 9/14 – 12/14 **Volunteer Health Educator, Classroom to Community, UNC-CH**
- Taught four one-hour health lessons for a 6th grade health class
  - Wrote one lesson plan, including objectives and assessments, for a class on body image
  - Structured lessons to reinforce key concepts in multiple learning modes (auditory, written, visual, practical)

## AWARDS

- 4/15 **Lansky Family Scholarship, Department of Health Behavior, UNC-CH**

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## GRANTS

9/12 – 6/13

### U.S. Student Fulbright Award

- \$16,845 grant awarded by the Institute of International Education
- Initiated and carried out a qualitative research project to identify barriers to depression care in the Latvian primary care system
- Enrolled and interviewed 19 family physicians to collect data for thematic analysis
- Presented preliminary findings at the Rīga Stradiņš University Scientific Conference

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## PUBLICATIONS

**Refereed Article:** Linnan, L. A., Cluff, L., Lang, J. E., Penne, M., & Leff, M. S. (2019). Results of the workplace health in America survey. *American Journal of Health Promotion*, 33(5), 652-665.

**Refereed Article:** Linnan, L. A., Leff, M. S., Martini, M. C., Walton, A. L., Baron, S., Hannon, P. A., ... & Studer, M. (2019). Workplace health promotion and safety in state and territorial health departments in the United States: a national mixed-methods study of activity, capacity, and growth opportunities. *BMC public health*, 19(1), 291.

**Refereed Article:** Leff, M. S., Vrubļevska, J., Lūse, A., & Rancāns, E. (2017). Latvian family physicians' experience diagnosing depression in somatically presenting depression patients: A qualitative study. *European Journal of General Practice*, 23(1), 91-97.

**Refereed Article:** Chao, L., Rakshe, S., Leff, M., & Spormann, A. M. (2013). PdeB, a cyclic di-GMP-specific phosphodiesterase that regulates *Shewanella oneidensis* MR-1 motility and biofilm formation. *Journal of bacteriology*, 195(17), 3827-3833.

**Refereed Article:** Rakshe, S., Leff, M., & Spormann, A. M. (2011). Indirect modulation of the intracellular c-Di-GMP level in *Shewanella oneidensis* MR-1 by MxdA. *Appl. Environ. Microbiol.*, 77(6), 2196-2198.