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- **Relevant Skills**

- FEMA Public Assistance Site Inspector Specialist(Special Project), Applicant Services (IHP Processing), FEMA Recovery IA (Applicant Specialist), Applicant Services (Individual Assistance), IA DRC Manager Candidate, 4420- Disaster Appointed Peer Review Liaison

- **Relevant Training**

- **FEMA Independent Study Courses:**

IS-1000 Public Assistance Program and Eligibility, **IS-1001** The Public Assistance Delivery Model Orientation, **IS-1002** FEMA Grants Portal-Transparency at Every Step, **IS-1003** The Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting, **IS-1004** The FEMA Inspection Process, **IS-1005** Public Assistance Alternative Procedures, **IS-1007** Detailed Damage Description and Dimensions, **IS-1009** Conditions of the Public Assistance Grant **IS-1011** Roads and Culverts, **IS-1014** Integrating 406 Mitigation Considerations Into Your Public Assistance, **IS-1016** Environmental and Historic Preservation (EHP)Consideration/ Compliance for Public Assistance Grants, **IS-1021** Bridge Damage Considerations, **IS-1022** Substantiating Disaster-Related Damages to Building Contents, **IS-1023** Electrical Systems Considerations, **IS-1024** Water and Wastewater Treatment System Considerations, **IS-1026** Eligibility of Privater Nonprofit Organizations

- **Software/Applications**

- National Emergency Management Information System (NEMIS)
 - FEMA Grants Manager
 - Solocator GPS System
 - Applications (Word, Power Point, Excel -Intermediate Level)
 - Photo Templates
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Accomplishments

- | | |
|---|-------------------|
| • Exceptional Performance Evaluation – IA | 2018/ 2019 |
| • Exceptional Performance Evaluation – IA JFO | 2019 |
| • 0603:FEMA Incident Workforce Academy (FIWA - Tier III) for First-Line Supervisors | 2019 |

Work Experience

- **Public Assistance Site Inspector Specialist**
(MAY 2019 – FEB 2021)

Lincoln, NE

- Receive and Accept Site Inspection Assignments in the Grants Manager.
- Review Site Inspection Work Order and prepare for field work.
- Coordinate Meeting with Environmental Historic Preservation (EHP) and Mitigation under new Public Assistance Delivery Model to document disaster- related damages.
- Contact program delivery manger confirming that work order accurately reflects the applicants site inspection.
- Call the applicant Representative in Advance of the Scheduled Site Inspection.
- Perform Site Inspection by taking accurate and complete photos of disaster-related damages, develop FIRMette to pinpoint each damage site on work order, complete Special Consideration questions, discuss how applicant plans to repair damage, ensure Site Inspection Report is complete, have applicant review and concur with Site Inspection Report and brief applicant on next steps.
- Enter collected data from inspection into FEMA Grants Manger, reviewing SIR for accuracy and timely manner.

Albany, GA/Lincoln, NE

- **Applicant Services Program Specialist Qualified
(IA Reservist) – FEMA (August 2017 – MAY 2019)**

- Follow disaster processing procedures in addition to disaster specific guidance and protocol logging data in National Emergency Management Information System in accordance with mandates of Robert T. Stafford Disaster Relief and Emergency Act.
- Maintain close rapport with the community resources and sister federal, state and local agencies and referred applicants to these other relief organizations.
- Review inspection reports for accuracy
- Review documentation for accuracy and compliance with Individual and Household Program guidelines to assist in processing Housing Assistance and Other Needs Assistance program request.
- Created forms for Recovery centers to utilize for the benefit of the Applicants I served.

Pasadena, CA

- **Call Representative (FEMA NPSC) September 2017 – December 2017**

- Assisted survivors with registering for disaster assistance following a federally declared disaster.
- Processes a variety of claims or requests for disaster assistance; and/or provides various types of information regarding available programs to people applying for disaster assistance by
- Collected quantitative data to generate reports to provide upper level management with current and accurate assessment of communities' recovery efforts.
- Conducted telephone interviews via ACD 800 telephone number with survivors in a federally declared disaster to determine unmet needs for assistance and directed calls to appropriate department.
- Provided briefings to senior personnel to accurately assess the progress of the various mission area projects.
- Followed disaster processing procedures in accordance to CFR guidelines to provide grant assistance to survivors in federally declared disaster
- Served as Subject Matter Experts to FEMA Surge staff by providing disaster specific information briefings.
- Provided feedback for After Action Reports, based on the event outcomes.
- Disseminated referral information to meet the needs of survivors.
- Collected quantitative data to generate reports to provide upper level management with current and accurate assessment of communities' recovery efforts.