

LEADERSHIP

Skilled in the development, management and facilitating of programming for diverse populations; meeting goals through positive, upbeat, mission-oriented ideas and projects and administration

PROFESSIONAL PROFILE

Master of Spiritual Psychology; BS in Business Administration, specializing in providing direct-service and administrative support.

DEMONSTRATED STRENGTHS

25+ years Supervisory of Staff/Volunteers
Data Collection & Reporting
Board & Staff Development
Group Facilitation
Agency Liaison & Client Advocate

Curriculum Development
Program Coordination & Management
Basic Web Design & Maintenance

WORK EXPERIENCE

Applied Training & Consultant Group, LLC, Atlanta, GA

2011 – Present

Web Designer

- Corresponded with director to determine specific needs for agency website
- Designed website of comprehensive training events through basic technical knowledge of HTML programming
- Responsible for providing quality assurance of finished website, including the validation of web forms and links
- Trained users on design of future web pages

Logistics Coordinator

Manage logistics for learning events, including facilities reservations, payment processing and planning; print and distribute course materials; create and generate announcements and notifications; create and distribute site-specific directions and instructions for attendees; coordinate training room setup and equipment reservations; coordinate catering; and manage shipping, dispatch, recovery, and inventory tracking for technical equipment.

Zaban Couple's Shelter, Atlanta, GA

2010-2011

Resident Manager

Responsible for facilitating the operation of the center; ensuring proper maintenance. Supervised required group attendance, enforced resident rules and regulations, supervision of volunteers, and provided administrative support.

STAND, Inc., Decatur, GA**2005-2010****Program Coordinator (2006-2010)**

Provided programmatic and administrative activities focused on successful outcomes for substance abuse treatment program; coordinating and supervising operations and program personnel to ensure efficient operation of the grant sponsored program.

- Planned, scheduled and assigned work of program personnel; instructing them in proper performance of work and ensuring provision of needed resources
- Developed and implemented comprehensive communication and referral system between collaborating agencies; scheduling and attending regular staff and collaborating agency meetings
- Assisted program staff as needed, performing intakes, administering intervention surveys and assessments as needed with the target population
- Researched and scheduled training opportunities for program staff
- Collected data and compiled monthly activity reports to be submitted to the granting source
- Assisted Deputy Director with monitoring budget and program activities
- Participated in quality assurance of program by providing staff scheduling, supervision, performance evaluations; meeting regularly with staff to determine successes, problem areas and structure change for improvement; as well as working with evaluation specialist to meet program objectives
- Created and facilitated curriculum for behavioral and educational groups and provided short- and long-term counseling

Development Team Member (2009-2010)

Office of development responsibilities included soliciting, screening and training volunteers, design and production of marketing materials.

- Provided research and data collection as member of grant writing team
- Defined and secured partnerships as liaison for the agency

Case Manager (2005-2006)

Provided direct case management of the ex-offender population in a residential setting with an emphasis on substance abuse treatment.

- Obtained, researched and identified resources, stabilizing contacts with service providers, vendors, etc.
- Budgeted individual client; allocating payments per established program plan
- Documented and maintained individual client plans

Our Common Welfare, Inc., Decatur, GA**2005-2008****Program Assistant (2005-2008)**

Provided grant management of the ex-offender population with an emphasis on HIV/AIDS, Hepatitis and substance abuse treatment.

- Obtained, researched and identified funding and volunteer resources, stabilized contacts with service providers, vendors, etc.

Executive Assistant (2006-2008)

- Recruited, screened and trained volunteers
- Designed and produced marketing materials.
- Provided research and data collection as member of grant writing team
- Defined and secured partnerships as liaison for the agency
- General administration, including logistics of staff, board and community meetings

MUST Ministries Inc., Marietta, GA

1998-2005

Operations Manager (2003-2005)

Scheduled and supervised volunteers and community service clients for consumer intakes, food pantry, receiving and distributing donations and general facility maintenance

Coordination of service contractors and vendors for the Smyrna facility

Community Outreach Director (1998-2003)

- Identified needs in the community, working with staff and volunteers to design and implement programs to meet those needs, administering programs and grants, and serving as liaison with other agencies.
- Managed seasonal programs; i.e., Christmas, summer lunch and back to school
- Liaison to city and county school officials, representing the agency's programs and forming collaborations

Greater New Light Baptist Church, Atlanta, GA

1997-2000

Secretary

Clerical support to Senior Pastor; responsible for weekly layout and distribution of bulletin and visitor letters.

Organized and managed media center and various workshops.

Trinity Presbyterian Church, Atlanta, GA

1996-1998

Administrative Assistant

- Provided support for Missions Ministry, Youth Ministry and Volunteer Ministry
- Generated correspondence for congregation communication and agency letters in response to request for funding.
- Maintained agency allocation requests, results, and distribution of funds
- Communicated with clients via telephone and direct contact, assessing needs.; supplying food, gas and general referrals

ACADEMIC STUDIES

Masters in Spiritual Psychology, Sofia University, Palo Alto, CA May 2016

Bachelor of Arts, Western Governor's University, Salt Lake City, UT, December 2011

Studies toward Dual Degree, Architectural Engineering, Spelman College, Atlanta, GA, 1978-1980

Architectural Drafting Certificate, Atlanta Area Technical Schools, Atlanta, GA 1981

PROFESSIONAL DEVELOPMENT, ACHIEVEMENTS

Co-founder, Board member, Main Street Clubhouse, Inc., Atlanta, GA, 1988-Present

Certified HIV Rapid Testing and Counseling– OraSure Technologies, 2004

Strategies for Motivational Interviewing/Counseling

SAMHSA Grantee Training – Prevention for the Re-Entry Population

Weekend retreat host and facilitator since 2005, creating workshops targeted for specific populations with a focus on spirituality

Ethics, Confidentiality & Professional Boundaries

Psychoactive Chemical Use, Abuse & Dependence