

Introduction

A social entrepreneur offering experience with leveraging resources to address the challenges within mission-driven organizations by influencing team members to develop high standards of service through effective project management, communication, and strategic planning.

Education

School of Social Welfare, State University of New York at Albany
Albany, NY

Master of Social Work, May 2012

Rockefeller College of Public Affairs and Policy, State University of New York at Albany
Albany, NY

Certificate in Nonprofit Management and Leadership, May 2012

Sage Colleges of Albany
Albany, NY

Bachelor of Science in Psychology, August 2008

Professional Experience

Mission Accomplished Transition Services
Albany, NY

Chief Coach & Founder, April 2012 – Present

Successfully established and built a private non-profit organization with the mission to prepare aspiring young professionals for the global economy by providing access to coaching, job training and professional development.

- Increased revenue of the organization by over \$700,000 since 2012
 - Develop and sustain an active Board of Directors, staff and volunteers who assist with the delivery of programs and special events
 - Author of workforce development training curriculum specific to various industries in partnership with industry leaders and corporations
 - Facilitate hands-on training to assist entry-level professionals with applying knowledge to practical work responsibilities
 - Identify workforce skills gap such as limited professional networking, communication, critical thinking and project management skills
 - Respond to government and foundation Requests for Proposals by writing and submitting grant proposals
 - Spearhead sponsorship development and retention
 - Manage and direct three major annual fundraising events per year
 - Collect qualitative and quantitative data to evaluate the effectiveness of program delivery, personnel moral and performance and the opportunity for organizational growth
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Parsons Child and Family Center
Albany, NY
Curriculum Design and Training Specialist
January 2013 – April 2016

- Developed lesson plans for Independent Living Skills classes that relate to the Ansell Casey Life Skills Assessment for youth in the foster care system
- Evaluated and documented feedback from youth, families and staff
- Developed and delivered professional development training to multi-disciplinary teams who worked with children in foster care
- Co-facilitated small and large group discussions about practical life skills for foster parents and youth in foster care

State University of New York at Albany
School of Social Welfare, Graduate Program
Albany, NY
Adjunct, Macro Practice in Social Work
August 2014 – May 2015

- Organized, prepared and implemented the course syllabi
- Introduced students to social work practice at the group, organizational, community, and societal levels with an emphasis on at-risk and oppressed populations
- Designed and graded over 30 research papers
- Strengthened the students' knowledge about non-profit management, administrators in the human service field, advocates for social policy change, community development, resource development, program evaluation and organizational development

Foster Youth in Action Network
Berkeley, CA
Research Assistant, May 2012 – April 2015

- Collected qualitative data from individuals formerly in foster care for the study "A Multi-state Evaluation of Positive Youth Development"
- Input data and generated reports by utilizing the Statistical Package for the Social Sciences (SPSS)
- Co-facilitated live presentations with the lead researcher, Dr. Toni Nacarrato, at nationwide conferences to educate practitioners about the positive impact of including youth voice and leadership in policy change initiatives

Technical Skills

Computer: Microsoft Office (Word, Excel, PowerPoint, Outlook), Inter/Intranet, Statistical Package for the Social Sciences (SPSS), PowerSchool, Blackboard (E-education Information Management System) and Connections (a statewide child welfare documentation system); Zoho and Podio (project management software); Canva (graphic design software)

Current Volunteer Commitments

Co-Chair, Done-in-a-Day, Junior League of Albany, *July 2020 – Present*

Member, Institute of Nonprofit Leadership and Community Development Steering Committee, University at Albany, *June 2020 - Present*

Mentor, Sponsor-A-Scholar, *August 2015 – Present*

Professional Development

New York Association of Training and Employment Professionals, *November 2019 – January 2020*

A 3- month intensive training that helped enhance my understanding of federal and state political, legislative and budgetary processes, workforce politics in New York. In addition, I engaged in experiential learning through legislative visits with Assemblymembers from across NYS and wrote a collaborative policy brief.

Confident Fundraising Mentoring Program-Major Gifts Training, *October 2016 – February 2017*

Mentor/Trainer: Susan Axelrod

A four-month group training and personal career coaching program. Learned the Confident Fundraising Methodology and strategies for high-level personal solicitation.

Leadership Retreat: Being A Successful Executive Director, *December 2014*

Facilitated by New York Council on Nonprofits

A 3-day retreat that helped strengthen my diverse set of executive leadership skills that all me to lead three multi-disciplinary teams – the board of directors, staff and volunteers.