

PROFILE

Motivated, Licensed Certified Social Worker with nine years of Nonprofit management, executive, and supervisory experience. Experienced grant writer, relationship builder, and strategic planner. Has demonstrated history of ethical, dependable, and professional behavior working in management, supervision and leadership. Strives for excellence in all responsibilities, projects, and activities.

SKILLS SUMMARY & CORE COMPETENCIES

- Program Management
- Grant Writing & Reporting
- Strategic Planning
- Facility & Property Management
- Community Organizing
- Resource Referral
- Community Outreach
- Coalition & Team Building
- Volunteer Coordination
- Public Speaking
- Event Planning
- Fund Development
- Policy Analysis
- Program Budgeting and Reporting
- Proficient in Microsoft Office

CONTINUING EDUCATION SEMINARS & WORKSHOPS

- Loyola University- Leadership Essentials 2015
- Against the Odds: Effective Treatment with Low-Income Households
- Effective Partnerships
- United Way Case Management Certification 2018
- Program Evaluation Certification 2012
- Motivational Interviewing 2018
- Motivational Supervision 2020
- Mental Health First Aid Certification 2018
- Howard County Leadership Development Program- Dept. of Citizen Services 2014
- Trauma Informed Care with Homeless
- Getting Ahead Facilitator trained

WORK EXPERIENCE***Bridges to Housing Stability, Inc. Columbia, Maryland***

-November 2013- Present

Executive Director (August 2019-present) **Deputy Director**, (February 2018 to July 2019), **Director of Programs** (July 2016-February 2018), **Program Coordinator/ Community Organizer** (November 2013-July 2016)

- Represent Bridges to all stakeholders, including media, funders, and partners.
- Directly report to Board of Directors
- Execute all of Executive Director's functions in absence of Executive Director (Acting Executive Director June 2017-September 2017, and May 2019-July 2019)
- Primary responsibility to oversee all aspects and manage three core service programs; Bridges Alliance, Housing Connections, and Housing Stability Program.
- Oversee and manage volunteer and social work intern program.
- Development work: Grant writing and reporting, fundraising, and event planning
- Responsibility for all major administrative, outreach, planning, and operational functions of the organization.
- Supervise program staff, including hiring, training, and evaluation.
- Strategic planning, program development, networking, budgeting, evaluation and goal planning.
- Launched Bridges Alliance affordable housing with a Circle of Support program
- Oversaw property management and program development and expansion

Family Promise of Albuquerque, New Mexico

-**Executive Director** (November 2009- May 2013)

- Grant Writing, Fund development, Networking, Strategic Planning, Budgeting, Facility Management
- Represented and managed year round shelter program utilizing 1000 volunteers annually.
- Collaborated with partner agencies on events and advocacy efforts for households experiencing homelessness
- Supervised and trained Program Assistant, 20 Volunteer Coordinators & 12 Social Work Interns.

Wings for LIFE, Albuquerque, New Mexico

-Community Educator, (November 2007-January 2009)

- Assisted Executive Director with Grant Writing, Fundraising, and Program Development
- Life-Skills program speaker and facilitator
- Outreach to community, family of incarcerated individuals and prison inmates for Wings For L.I.F.E. program

Southeast Community Organization Head Start, Baltimore, Maryland

-Family Services Coordinator IV, (June 2001-March 2003)

- On-going Enrollment & Case Management of thirty-six head start families for program.
- Collaborated with mental health and special education consultants to provide coordinated services and workshops for Head Start children with special needs and their families.

Centro de la Comunidad, Inc. Baltimore, Maryland

Management and Community Organization Intern, (September 2000-May 2001)

- Co-facilitated focus groups and assisted Executive Director with Grant Writing and Fundraising efforts.
- Revised intake and documentation system for improved client service, follow-up, and outcomes.
- Case-managed, referred, and translated for Latino clients.

My Sister's Place, Baltimore, Maryland

-Case Manager, (October 1999-August 2000)

- Managed caseload of fifty clients, single homeless women and families.
- Made assessments, referrals, determined goals and manageable objectives with primarily senior clients.
- Conducted and co-facilitated life-skills training workshops.

EDUCATION

University of Maryland, Baltimore, May 2001

Master of Social Work with concentration in Management, Community Organization and Clinical Practice,

Specialization: Social Action and Community Development

New Mexico State University, Las Cruces, New Mexico May 1998

Bachelor of Social Work / Bachelor of Arts, Foreign Languages- Spanish,

Minors: Latin American Studies, Psychology Graduated with Honors

VOLUNTEER EXPERIENCE

Leadership Howard County member July 2015-present, **Essentials Community Impact Project Committee Chair** 2019-2020 **Member and project liaison** July 2016-present

Columbia Toastmasters Club 3755- Columbia, MD; President July 2018-June 2019, **Vice-President of Education**, June 2017-June 2018

S.A.F.E. Food Pantry, Member of Board of Directors *Howard County, MD* December 2017-December 2019; **Internal Affairs committee chair** June 2018- December 2019.

Girl Scouts of Central Maryland Troops 905 & 197 troop leader, cookie manager & volunteer, *Howard County, MD* *September 2013- present*

Girl Scouts of New Mexico Trails Troop 10308 Co-leader, *Albuquerque New Mexico* *September 2010-May 2013*

Baltimore County Domestic Violence and Sexual Assault Hotline Volunteer, *Baltimore Co. Maryland* *May 2004-March 2007*

Club Builder and Member, *Glen Burnie Civitan Club, Hanover, Maryland* *October 1998-November 2002*

LICENSES

State of Maryland, Licensed Certified Social Worker: September 2016-present

State of Maryland, Licensed Generalist Social Worker; October 2001-2007 & 2013-2016

State of New Mexico, Licensed Masters Social Worker; July 2007-2013