

SKILLS SUMMARY:

- Program Development/Management
- Human Resource Management
- Community relations, networking, organization, analysis and presentation
- Flexible with a strong work ethic

PROFESSIONAL EXPERIENCE:

Program Director, Family & Emergency Services, Christian Service Center for Central Florida, Orlando, FL

- Executive Committee member managing all program activities in Orlando, West Orange and Winter Park.
- Established the Winter Park Emergency Services office partnering with St. Margaret Mary Catholic Church, Jewish Family Services of Greater Orlando, and others.
- Developed procedural guidelines for program operations.
- Recruited, trained and supervised nine-member program staff and numerous volunteers.
- Delivered counseling to individuals and families presenting in economic and personal crisis, quickly and efficiently assessing needs and making recommendations towards self-sufficiency and further referrals.
- Maintained calm, professional demeanor while working with individuals (often bordering on clinical depression) in stressful situations.
- Monitored and approved program expenses.
- Provided agency community representation on task forces addressing homelessness and family issues.
- Provided agency development services with United Way and other charitable groups.

Personal Administrative Assistant, United States Senator Spessard L. Holland

Following his retirement from the US Senate (after serving 4 terms following his tenure as Governor of Florida), Senator Holland returned to private practice at the Holland & Knight law firm.

- Assisted the senator with his personal correspondence relating to Senate career and private practice.
- Assisted the senator in writing his autobiography; organized his personal papers and correspondence from his law and political career.

EDUCATION:

- **B.A., Psychology, Rollins College, Winter Park, FL**
- **University of Central Florida, Orlando, FL**
Completed coursework in Organization & Management Behavior and Personnel Management

COMMUNITY INVOLVEMENT:

- **Member, Rollins College Alumni Association, Board of Directors, Winter Park, FL.**
Spearheaded development of a travel program for Rollins alumni, family and friends.
Researched college travel programs and presented program concept to board, advocating program inclusion in alumni activities.
- **Chairperson, First Congregational Church of Winter Park, Winter Park, FL**
Staff Relations Committee
Revised personnel policies, conducted staff interviews and reported to Board of Trustees.
Resolved interpersonal and personnel issues with church staff.
Served as liaison between staff and church members.
Outreach Committee
Determined level of church involvement and support for selected charities
- **Member, Friends of Mead Gardens, Board of Directors, Winter Park, FL**
Planned promotional Special Events.
- **Member, Junior League of Greater Orlando, Inc.**