

JESSICA CLAIRE

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(555) 432-1000 - resumesample@example.com

PROFESSIONAL SUMMARY

Over 15 years of experience in the Non-profit social services sector. Specific target populations: underserved Native American, Latino, youth, adults and families. Passionate about helping others become empowered and self-sufficient through community resources and wrap-around services. Extensive work in the following areas: operational management, case management, grant writing, program development/management, fundraising, community outreach and direct client services.

SKILLS

Microsoft Word, Power-point, Excel & Office Project Evaluation
Media Relations Employee and Volunteer Training Grant Certification
Project Coordination

WORK HISTORY

- 01/2015 to Present **CONSULTANT**
- Assist individuals with ESL (English as a second language) tutoring and preparation for citizenship exam.
 - Provide event coordination for Golden Boy Promotions (GBP), marketing and outreach in the community and serve as personal assistant for VP of Digital/Marketing Mr.
 - Scott Tetreault (E: Scott@goldenboypromotions).
- 02/2015 to 03/2016 **Lead Employment Specialist**
Capita Plc. – City, STATE
- Develop and maintain relationships with community referral sources, such as Department of Rehabilitation (DOR), work source centers, America's Job Exchange and others.
 - Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
 - Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, and transportation problems, and work with clients to develop strategies for overcoming these barriers.
 - Participate in job development and placement programs, contacting prospective employers, placing clients in jobs, and evaluating the success of placements.
 - Collaborate with community agencies to establish facilities and programs for persons with disabilities.
 - Coordinate recruitment and placement of training program participants.
 - Provide intake, job placement and retention for clients with disabilities including Veterans in the greater Los Angeles area.
- 06/2004 to 01/2015 **Interim Director/ Program Manager / Grant Writer**
ASIAN REHABILITATION SERVICES, INC ARS – City, STATE
- Assure AIC and its mission (to empower the Albuquerque Urban Native American community and others through provisions of wrap-around services designed to promote wellness, education, self-sufficiency and tradition), programs and services are consistently presented in a strong positive imagery to relevant stakeholders and throughout the community.
 - Oversees fundraising, planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
 - 1 Oversee, monitor and apply for funding yearly with contracts awarded from the following: NM Indian Affairs Department, NM Department of Health, City of Albuquerque, Navajo Nations and various foundations (Otten, Kellogg, First Nations, etc).
 - Plan, organize and implement yearly events for the community such as: Summer Solstice, Back to School, Feed the Children, Halloween, Thanksgiving, Christmas and yearly Job/Health Fairs.
 - Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
 - Recruit, interview, and hire or sign up volunteers and staff.
 - Serve on Community Committees to promote healthy families and children to reduce poverty, unemployment, substance abuse and domestic violence.
 - Maintain and seek new relations with state Senators, Representatives and other state officials to promote information/ education on AIC and the impact of services upon the Urban Native American community.
 - Current status in regards to grant funding obtained - approximately \$300,000 + in funding awarded by state, city, foundations and the Navajo Nations.

LANGUAGES

Bilingual in Spanish

EDUCATION

- June 2004 **MA: Counseling**
WEBSTER UNIVERSITY
- Emphasis in Mental Health/Substance Abuse Dual Diagnosis
 - Emphasis in School Counseling (Elementary Education)
 - Participated in 2 Clinical Practicums for a total of 700 hours earned with supervision
 - Completed 48 hours of coursework
- May 2001 **Bachelors of Art: Psychology & Family Studies**
The University of New Mexico - Albuquerque, NM
- Obtained a double major in completed coursework for Psychology & Family Studies
 - Inducted into "Psi Chi," the National Honor Society in Psychology for scholastic achievements
 - Actively participated as a student intern (Family Studies coursework requirements) at two different nonprofit organizations
 - Dean's List (Spring & Fall 2003 - 2004)

SKILLS

approach, Behavioral Health, Chi, interpersonal communication, contracts, Counseling, client, clients, Department of Health, documentation, English, event coordination, fundraising, marketing, Media Relations, Mental Health, Excel, Exchange, Office, Power-point, Microsoft Word, Project Coordination, proposals, Psychology, public speaking, quality, recruitment, Rehabilitation, researching, Spanish, supervision, transportation, tutoring