

Objective

I have fifteen years of supervisory/management experience and have worked in the health care field for the past twenty years. The key strengths that I possess for success include striving for excellence, providing exceptional contributions of customer service, and I am eager to learn. You will find me to be well spoken, energetic, confident, and personable, the type of person on whom you can rely.

Skills

Certificate of Paralegal Studies from Northeastern University, Boston, MA.

Work Experience

Interim Executive Director

ABC Corporation - 1992 – 1996

- Promoted from Clinical Director.
- Responsible for total agency operations.
- Duties included responding to audits, program evaluations, interacting with officials from TDH, DEA, FDA, TCADA and board members.
- Clinical Director- Promoted from Program Director.
- Duties included all clinical aspects of treatment programs, which consisted of the TAIP, TTC, WINN, DATAR, and HIV/TB programs.
- Insured compliance to all federal, state, and oversight entity requirements.
- Provided supervision of counselors and interns.

Interim Executive Director

Delta Corporation - 2009 – 2014

- As initial interim director, conducted needs assessment, market research, and feasibility study for review and consideration by SCVMSC steering .
- Facilitated and guided strategic planning and program development; secured initial funding; and recruited, hired and trained staff.
- Rehired by Board of Directors, and led two-year, 54-agency, nine-Bay-Area-county-wide initiative process culminating in \$1.3 million dollar HUD .
- Resulting project, the Bay Area Homeless Alliance, which utilized technology in enhancing and expanding service delivery, was awarded a Smithsonian .
- Region Title / Position Pennsylvania Interim Executive Director Country Job Type United States Full-Time Location / Setting Start Date of Service.
- Excellent communication and technical skills including Office, Outlook, Power Point and Excel Effectively manage multiple priorities, time sensitive .
- as needed Assisted in improving the Quality Service Review score from a 44% to a 96% Set up ongoing procedures to collect and review information in .

Education

MPA - (University of Texas Rio Grande Valley)