

CATYRA POLLAND

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PROFILE

Entrepreneur, author and former instructor who is the Founder and President of Career Prep, an employment solutions agency and Polland Enterprises, LLC, a writing and editing company.

WORK

EXPERIENCE

Life Span, Elder Justice Project Coordinator November 2017-present

- Recruit and train over 4 dozen advocates who work with elderly who have been abused
- Organize and execute monthly webinars for program advocates
- Design program correspondence including the advocate training manual and program
- Research and develop program curriculum

Urban League of Rochester, Minority & Women Business Enterprises Entrepreneurial Assistance Program Counselor, July 2017-September 2017 (Temporary Contract)

- Planned and executed over a dozen program workshops and events (business plans, market research, social media, web design, financial options for entrepreneurs)
- Designed workshop and orientation flyers for Fall 2017 program
- Booked presenters for Fall 2017 Business Program
- Prepared letters and invitations for potential guest speakers

Enforcement Program Director, Savannah-Chatham County Fair Housing Council, 2016-2017

- Revitalized the tester pool by increasing the volunteer pool by 24 by recruiting via Facebook, LinkedIn, Indeed, All for Good & VolunteerMatch
- Supervised, trained, and managed over two dozen testers which increased the agency's capacity to assess housing concerns in the community
- Reduced tester errors by providing individual assessment and evaluation
- Designed test assignments to gather information about community housing factors and issues
- Created two agency brochures; one to promote the agency, the other a tester recruitment tool
- Developed relationships with local agencies to help promote the tester role (churches, improvisation groups, theaters, and local non-profits)

Social Worker, Head Start, 2015- 2016 Savannah, GA

- Screened and interviewed over three dozen clients to determine qualification and eligibility for the Head Start Program

Program & Development Associate, AmeriCorps VISTA *Step Up Savannah*, Savannah GA 2015-2016

- Prepared several grant proposals and prepared in-kind donation applications
- Recruited and managed over 50 poverty simulation volunteers including volunteer role assignment
- Propelled the organization's social media with posts about financial literacy, poverty, local news, non-profits and leadership to increase the organization's visibility and educate the public

Selected Contributions:

- Executed two fundraisers for Step Up Savannah including confirming a venue, selecting the date, designing the flyer and promoting the event
- Convinced businesses to give \$3,000 in-kind donations for Step Up Savannah's 10th Anniversary Reception including a yoga studio, farmers market, barbecue restaurant, massage parlor, and branding company

EDUCATION

Master of Arts Criminal Justice

State University at Albany

Bachelor of Arts

Sociology *with Distinction*/Spanish *with Honors*

Cum Laude

State University at Buffalo

TECHNICAL SKILLS

Microsoft

Word/Office

PowerPoint

Excel

Publisher

COMMUNITY INVOLVEMENT

M.K. Gandhi Institute

Development Committee Member

- Identify and pursue (apply for) various fundraising opportunities to increase capital for the agency which increases its capacity to teach non-violent practices in the community

Child Appointed Specialist Advocate (CASA)

Board Member

- Research and suggest various events and activities including but not limited to fundraisers, vendor opportunities and grants to increase the organizations visibility and increase capital to serve children involved in the family court system

ACHIEVEMENTS

Author of *Professionalism, What's That?*

Published May 2017

Points of Light

Point of Light Award Recipient 2015

WDKX Women 4 Women

Inspiring Woman Award 2012