

linda.hansen.je@gmail.com

Skills

- Detail oriented
- Proactively focused
- Problem resolution
- Work ethic
- Time management
- Friendly, positive attitude
- Project planning
- MS Office
- Google Suite
- Report writing abilities
- Audience adaptation
- Data management
- Problem resolution

Education

Master of Science:

Classes in Public
Administration

Southern Utah University

Cedar City, UT

Bachelor of Science:

Communications

Northern Arizona University

Flagstaff, AZ

Linda Hansen

Experience

Leadership Academy of Utah

Director of Administrative Services - 01/2022 - Current

- Updated Employee Handbook
- Created and updated organizational chart
- Managed payroll and time clock services
- Managed staff on family leave under FMLA and company time off
- Helped supervisors write job descriptions
- Advertised open positions, reviewed applicants, helped hire new staff
- Participated in staff separation meetings
- Organized and simplified processes

Canyon Creek Services

Volunteer Program Coordinator - 01/2019 - 12/2021

Grant Writer - 06/2020 - 12/2021

Interim Executive Director - 07/2021 - 12/2021

- Organized and expanded the volunteer and internship program; recruited volunteers and interns.
- Oversaw daily operations of Volunteer Department program functions.
- Uncovered issues, determined solutions, assisted program participants.
- Designed and implemented Policies and Procedures and standard operating procedures in the Volunteer Department for optimal efficiency.
- Researched grant opportunities based on funding amount needed, location, and organization project.
- Wrote letters of intent and grant application narratives, gathered supporting documentation, and submitted grants to secure funding.
- Supervised four directors and managed 35 employees
- Stabilized the organization during a time of transition

Leadership Education Mentoring Institute, Editor - 03/2018 - 06/2018

- Edited ten training manuals for grammar, effectiveness, and page layout.

Wyoming Domestic Violence Coalition, Writer - 08/1996 - 05/1999

- Wrote and created layout for monthly statewide newsletter for law enforcement, prosecutors, and judges.
- Researched and compiled state laws impacting domestic violence.