

## PULASKI COUNTY EXTENSION AGENT

### Professional Summary

To plan, develop, implement and sustain public health programs. Experience in conducting needs assessments, training in grant writing, and budget management. Experience supervising program assistants and paraprofessionals. Ability to communicate orally, and present written program materials. Compassionate about community outreach and health promotion.

### Core Strengths

- Low income populations
- Client engagement
- Nutrition background
- Health promotion
- Disease prevention
- Community health background
- Program evaluation
- Self-starter
- Program planning and coordination
- Budgeting and financial management
- Microsoft Office Suite
- Strong decision maker
- Supervisory skills

### Professional Experience

Pulaski County Extension Agent

October 2010 to Current Company Name - City , State

- Deliver health and nutrition programs to Pulaski County residents, primarily within the SNAP-Ed Program (Supplemental Nutrition Assistance Program Education)
- Conduct a yearly needs assessment for Pulaski County to help determine SNAP eligible communities
- Utilize needs assessment data to aid in writing grants targeting SNAP eligible communities
- Establish partnerships with local SNAP eligible agencies, schools-Coordinated School Health, communities, and groups
- Understand federal guidelines for Pulaski County SNAP grant funding
- Complete a yearly forecast of the Pulaski County SNAP budget, and manage and record budget expenditures (materials, supplies, travel, printing, etc) throughout the program year
- Conduct presentations and trainings for SNAP eligible participants and Extension Get Fit (Physical Activity/Strength Training Program) participants
- Conduct health and nutrition professional development training for SNAP partners
- Supervise SNAP-Ed Program Assistants and Paraprofessionals
- Submit monthly reports for federal SNAP funding personnel
- Complete monthly AIMS (Arkansas Information Management System) and Civil Rights Reporting
- Complete measurement, evaluation and impact reporting for SNAP-Ed and Extension Get Fit Groups
- Serve on various LR and NLR school district committees and community coalitions, and or alliances focusing on eliminating childhood obesity, reducing teen pregnancy and substance abuse, and also promoting healthy living for both youth and adult Pulaski County residents
- Promote healthy habits and practices in outreach materials and presentations

### Program Technician

April 2009 to October 2010 Company Name - City , State

- I worked in the area of food safety and food preservation under the supervision of a Nutrition Specialist.
- Assisted with and prepared food safety and food preservation presentations for community members and state Agents.
- Assisted with and prepared online and in-class training materials
- Conducted needs assessments
- Conducted train the trainer sessions
- Conducted AIMS reporting
- Assisted in grant writing and collaborating with other health agencies to promote food safety
- Provided technical assistance for Nutrition, Health and Aging Specialist
- Developed and monitored food safety and food preservation web page for U of A website

- Developed and monitored food safety and food preservation SPOT Groups (online informational workgroups for health and nutrition Agents).

Mississippi County Extension Agent

July 2007 to July 2008 Company Name - City , State

- I worked with the "Eating and Moving for Life" Dietary Intervention Program.
- Focused on reducing the risk of hypertension, diabetes, and other nutrition related chronic diseases (ages 18 and over)
- Planned and implemented nutrition and health programs for residents
- Reported data to state Extension staff
- Evaluated program participants
- Assisted EMFL nurses with pre and post health screenings for participants
- Submitted weekly, monthly and quarterly reports of participant impact and progress for supervisor and grant partners
- Completed monthly AIMS and Civil Rights Reporting.

Education

Currently Pursing : Nutrition Degree , Present University of Central Arkansas - City , State

Didactic Program in Dietetics Coursework

Master of Public Health : Health Behavior Health Education , May 2011 Fay W. Boozman College of Public Health Little Rock, AR University of Arkansas for Medical Sciences

Health Behavior Health Education Coursework

May 2011 Fay W. Boozman College of Public Health- Integration Capstone Project Little - City , State During my Preceptorship Project (needs assessment and literary review phase) I conducted focus groups regarding underutilization of health education services in the community served by the Delta Area Health Education Center in Phillips County Arkansas. The overarching goal was to utilize focus group data findings to help the Delta AHEC develop a plan of action for quality/effective health education services delivery. The project developed into my Capstone Project in which I developed a Services Promotion Plan to help address, and evaluate the barriers in health education services provided by the Delta AHEC, and also help enhance community based participation by minority residents.

Bachelor of Science : Community Health Education , May 2007 Dillard University Community Health Education During my Preceptorship, I interned with a Dietitian at the Louisiana State Department of Public Health. While attending meetings and trainings focused on health promotion, I was able to help implement public health programs throughout the city. This opportunity allowed me to get my first view of how different organizations collaborate to meet health goals of the state.

Qualifications

- Experience in program planning, implementation, impact, and evaluation
- Needs assessment experience and training
- Grant writing training and skills
- Capable of supervising staff
- Ability to complete program reports to display research data for evaluators
- Ability to forecast and monitor a yearly program budget
- PowerPoint Presentations
- Microsoft Office Tools
- Ability to clearly communicate ideas effectively
- Ability to work effectively with personnel, county leaders, and general public
- Physical and mental ability to effectively perform duties and responsibilities related to the job, including long and irregular hours of work and frequent travel