

KAYTE McDONOUGH

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Michigan State University: Bachelor of Art in Social Work

Currently enrolled in a Full Stack Flex Coding Bootcamp through Michigan State University. Graduation date is July 8, 2021. Current grade is A+. I'm quickly learning and enjoying it. Excited to learn more.

Experience

FEBRUARY 2020 - PRESENT

EMPLOYMENT SPECIALIST, DUTTON FARM INC

Maintain a caseload of participants within the Workforce Development program.
Maintain accurate records of each participant's career search through Discovery, Job Identification, Placement and Retention Services.
communicate with other Dutton Farm administration staff to report all necessary information for scheduling, billing and reporting of participants' work experience.
Meet weekly with the Chief Program Officer to report on the status of each participant in the case load.
Manage the schedule of job coaches for the caseload of participants.
Meet and interview new participants on caseload regarding their self-determined choices regarding employment.
Contact and develop relations with community businesses and create customized employment with the employer.

JUNE 2016 – NOVEMBER 2018

DIRECTOR OF SOCIAL MEDIA, MARKETING & SPECIAL EVENTS, DUTTON FARM INC

Developed and implemented a database to track donor relations, volunteers and client data.
Created and executed social media campaigns to gain a larger audience as well as to increase fundraising efforts and sales.
Collaborated with local businesses and schools to create fundraising, volunteer and business opportunities.
Met with different software companies to ensure we were using the best programming for our social enterprise.
Organized and led fundraising events ranging in profit from a few thousand to \$100,000.
Created and rolled out a new logo and slogan.
Created and managed two different websites as well as social media for two parts of the non-profit.
Created and managed a budget for my department.

JULY 2015 – JUNE 2016

EDUCATION/COUNSELOR SUPPORT, OAKLAND CHRISTIAN SCHOOL

DECEMBER 2009 - OCTOBER 2011

DIRECTOR OF SALES, BROOKDALE SENIOR LIVING

AUGUST 2007 – OCTOBER 2009

DIRECTOR OF COMMUNITY RELATIONS, PINE RIDGE RETIREMENT COMMUNITIES

SKILLS

- MS Office
- WIX
- Blackbaud Raiser's Edge
- Squarespace
- WordPress
- HTML/CSS
- JavaScript
- Node js