

Contact  
Mike Finch-Norman  
Phone: 503-851-5460  
Email: toan216@yahoo.com

<u>Education</u>	<u>Topics</u>	<u>Significant Coursework</u>
Portland State University Fall 2009 – Spring 2011 <b>Master degree: Public Administration</b> (Focus on Nonprofit MNGMT)	Government Contracts  Law and Policy  Administrative Law	Interviewing/Counseling Practice  Case Management  Non-Profit Grant Writing
Portland State University Fall 2007 – Summer 2009 <b>Bachelor's degree: Child and Family Studies</b>	Multicultural Counseling  Public Management	501(c)3 Formation Skills  Practicum/Internship Experience
Chemeketa Community College Fall 2005 – Spring 2007 <b>Associate's Degree: Human Services</b>	Non-Profit Management	Extensive Research of Supreme Court Cases
<u>Relevant Experience</u>	<u>Dates</u>	
<b>Dungarvin Inc. (Direct Services Professional)</b> Competencies - Administered Oral Medications, Provided Behavioral Coaching, Provided Job Coaching and ISP Team Member.	Fall 2009 – October 2010	
<b>Neighborhood House SUN School (Assistant Instructor)</b> Competencies – Instructed Classes, Data Entry, Direct Youth Services, Organized Events and Promoted SUN School Program	Fall 2008 – Winter 2008 (Practicum)	
<b>HOME Youth and Resource Center (Youth Worker)</b> Competencies – Case Management, Referrals, Records and Data Entry, Direct Youth Services	Fall 2006 – Spring 2007 (Practicum)	
<b>Marion County Juvenile Department/Guaranteed Attendance Program (Youth Worker)</b> Competencies – BRS Forms, Data Entry, Skills Groups, Case Management, Curriculum Design, Defense and Restraint Training	Fall 2005 – Spring 2006 (Practicum)	
<b>Care Giver – Full Time (Volunteer)</b>	Fall 2000 – Spring 2007	

#### Other Qualifications

- Experience with Grant Writing and Fund Raising
- Multicultural Experience and Competency + Conversational Spanish
- Experience with Conflict Management and Group Dynamics
- Experience with Adult Care Giving and Health Issues
- Food Handlers License, First Aid/CPR License, Valid Oregon Drivers License.

References Can Be Provided Upon Request