

# ROSE STEWART

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## Software Competencies

Typing 70 WPM  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint

Microsoft Outlook  
Mac and PC Platforms  
Social Networking practices

## Professional Experience

### **Metropolitan Family Service, Portland, OR**

#### *Community Involvement Specialist (2013 - Present)*

- Managed application paperwork, on-boarding, training and supervision for over 30 volunteers to provide mutually beneficial experience for volunteers, staff, and program participants through information interviews, intentional placement, and on the ground training and feedback.
- Planned, executed, and supervised large family fun events with over 200 people in attendance once per quarter; including but not limited to volunteers, performers, food, and venue logistics.
- Brought in over \$4,000 in leveraged donated goods and volunteer hours in six month period.

#### *Activity Leader and Program Assistant (March 2012-December 2012)*

- Strategized with Program Coordinator to solve problems and provide appropriate services to clients.
- Merged and blended curriculum to meet the needs of students as an independent Activity Leader; drawing from youth and child development theories to provide enjoyable and meaningful after school classes.

### **Farber Swim School, Portland, OR**

#### *Office Assistant and Coach/Instructor (2011-2012)*

- Managed all front office duties; including but not limited to scheduling client appointments, collecting payments, processing credit card payments, and developing and distributing marketing materials
- Supervised and trained staff in aquatic procedures and swim teaching techniques in addition to overall supervision of facility and up to five staff members.

### **Center for Human Development, Pleasant Hill, CA**

#### *Program Coordinator (2009-2010)*

- Developed, implemented, evaluated, and promoted strategic action planning curriculum resources for middle and high school aged young people as a member of a state-wide pilot and research project.
- Supervised, coordinated, and ensured success of county-wide youth leadership program involving over 20 young people, volunteers, and school site allies.

## Education

M.A. Community Counseling

Sonoma State University  
C.A.C.R.E.P. accredited

B.A. Sociology

Sonoma State University  
Summa Cum Laude