

# SHARON BLANEY

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## PROFILE

Goal-oriented individual with strong communication and interpersonal skills. A self-starter with a commitment to teamwork.

## PROFESSIONAL EXPERIENCE

**BENTLEY UNIVERSITY**, Waltham, MA

March 2010 – present

### **Women's Rugby Head Coach**

- ◆ Create a safe and fun learning environment to teach college women the fundamentals of rugby
- ◆ Develop and implement all practice plans and drills, as well as game strategy and team selections
- ◆ Oversee and manage a rugby squad of 30+ college women, including travel and other logistics
- ◆ Act as a liaison between Student Activities Department, Athletics Department, New England Rugby Union and the rugby team to ensure mutual agreement and fulfillment of expectations
- ◆ Division III Territorial Championship and National Championship titles in the fall of 2010

**FATHER BILL'S & MAINSPRING**, Quincy, MA

August 2004 - present

### **Housing Subsidy Specialist** (September 2010 – present)

- ◆ Manage all participant information for the Supported Housing Program (SHP) including admission, development, and annual recertification for both families and individuals
- ◆ Oversee accuracy and administration of all SHP files, leases, access guidelines and billing
- ◆ Manage all SHP information to aid in fulfilling grant guidelines for Housing & Urban Development and other program funders
- ◆ Collaborate with Case Managers to ensure all SHP participant paperwork is current, accurate and accessible to the organization

### **Development Associate/Special Event Coordinator** (April 2007- September 2010)

- ◆ Planned and executed successful fundraising events grossing more than \$350,000 per year
- ◆ Facilitated marketing, public relations, corporate sponsorships, and auctions, in conjunction with other members of the development team
- ◆ Coordinated and oversaw leadership committees and teams of volunteers, during multiple holiday donation drives

### **Case Manager/Direct Care** (August 2004 – April 2007)

- ◆ Advocated and assisted clients with developing specific goals for treatment, employment, education, and housing
- ◆ Provided crisis intervention/stabilization services including community monitoring and follow up
- ◆ Managed a case load of 30 + homeless women and a housing project for mentally ill women struggling with issues such as domestic violence and substance abuse

**AMERICORPS★National Civilian Community Corps**, Charleston, SC

September 2003 – July 2004

### **Corps Member/Assistant Team Leader**

- ◆ Completed community service projects in national priority areas: tutored and mentored low income students, restored a homeless shelter, staffed women's domestic violence shelter, built 3 houses for Habitat for Humanity in the southeast region of the U.S
- ◆ Facilitated team interactions and developed weekly team building activities as Peer Helper

## EDUCATION

**BRIDGEWATER STATE UNIVERSITY**, Bridgewater, MA

**Bachelor of Science**, Business Management, Human Resource Concentration/Dean's List

## ATHLETIC ACHIEVEMENTS

### **USA Women's National Rugby Team**

2008 - present

- ◆ Member of the 26 player squad to participate in the Women's Rugby World Cup in 2010
- ◆ Represented the USA in 12 international rugby matches

### **Northeast Women's Select Side Rugby Team**

2008 - present

- ◆ Captain of National Championship team in 2010

## SKILLS/TRAINING

- ◆ Highly proficient in Microsoft Word, Excel and PowerPoint
- ◆ Proficient in Donor Perfect, Raiser's Edge, and Homeless Management Information Systems (HMIS)