

Summary:

- 18 years of experience in non-profit program development and leadership
- 14 years of experience developing and deploying web applications
- Experienced in relationship and program management
- Passionate about volunteerism, socially beneficial technology and social justice

Education:

Bachelor of Arts in Psychology - Cornerstone University.

2007

- Honor Society member.
- Dean's list 3 semesters in a row.

Work Experience:

Freelance Software Developer

10.09 – present

Application development at the American Red Cross

10.09-10.12

- Built MS Access and VBA applications for tracking volunteer training and qualifications
- Re-wrote the training and qualifications system in PHP and deployed a WAMP stack on an in-house server with an assigned IP address for internet access
- Wrote Excel VBA scripts that integrated with ArcGIS for mapping disaster-affected residential addresses based upon preliminary disaster assessment reports
- Setup an integrated GSuite (including maps, voice, sheets and calendars) to serve as a dispatch platform for responding to local house fires and disasters
- Worked with Give Camp volunteers to deploy an application to manage media contacts and track media appearances
- Worked with Give Camp volunteers to design an inventory system for Disaster Services supplies and materials

IT Coordinator (volunteer) at the Refugee Education Center

10.12-1.20

- Built a Ruby on Rails time-tracking application for compliance with grant-funded programs
- Setup and administered 40 Chromebooks for after-school program use
- Installed an IR camera monitoring and recording system and setup networking interfaces for internet access to camera feeds and recordings
- Built an intranet for employees for file sharing and printer access, ran CAT5 cables to every station and setup a shared file server

Application development at 20 Liters

08.15-present

- Worked with Code for Good volunteers to deploy an event registration application (<https://make.20liters.org>)
- Added a fully-fledged inventory system to the event registration app.
- Worked with Code for Good again to create a program reporting and micro-blogging application to serve as the primary results reporting portal (<https://track.20liters.org>)

20 Liters

Director of Programs and Operations

08.15-present

- Overall responsible for program delivery, finance, human resources, I.T., and operations functions.
- Responsible for managing an average of 100 donor relationships, forming engagement plans, and raising funds.
- Manage an annual budget of \$350,000 including supervising bookkeeping, accounting and auditing services.
- Responsible for the assembly and shipment of an average of 2,540 water filtration and collection units for program delivery in rural communities in Rwanda, Africa
- Deployed and maintained two public-facing Ruby on Rails applications to serve program management and marketing needs.

American Red Cross

9.07 – 7.15

Regional Disaster Officer – West Michigan Region

- Supervise and support 6 department staff and over 1,300 volunteers across 23 counties, serving 2.4 million people.

- Manage a \$900,000 department budget annually.
- Build and maintain relationships with over 170 key public and private partners across the region.
- Develop and execute strategic plans, budgets, grant proposals, and new initiatives.

Regional Emergency Services Director – Greater Grand Rapids Region

- Supervise department paid staff and 350 volunteers.
- Re-tool organizational structure to increase volunteer participation and accountability.
- Manage a \$520,000 departmental budget while decreasing spending by 23%.
- Build relationships with public and private sector partners in 5 counties.
- Successfully accrue \$2.2 million in grant funds for operations and equipment.

Pine Rest Christian Mental Health Services

8.06 – 9.07

Psychometrist – Psychological Consultation Center of Pine Rest

- Administer and score a full battery of reflex, focus, IQ, and personality tests.
Tests: CARS, GARS, K-BIT, MACI, MCMI-III, Meyers-Briggs, MMPI-2, Woodcock-Johnson, WAIS-III, WISC-IV, and WPPSI-III.
- Follow HIPAA (Health Insurance Portability & Accountability Act) guidelines for patient confidentiality.
- Test and observe fifteen clients per week on average.
- Oversee training for 6 newly hired psychometrists. Give initial staff training evaluations.

Patient Care Provider – Center for Psychiatric Residential Services

- Provide and administer independent behavior plans for 20 violent and aggressive adolescents in a residential lock-down unit.
- Observe and record behavioral patterns during daily activities. Construct modes and methods of therapy for each individual resident.
- Interact with residents for eight hours per day to apply reward-based behavior plans.

Volunteer & Community Service Experience:

Neighborhood Recycling Initiative – '99. Math Tutor for Kenowa Hills Public Schools & Creston Elementary Schools – '00-'03. Jr. High and Sr. High Youth leader, Sunday School teacher, worship leader, Remembrance Reformed Church – '03-'07. Grand Rapids "Homeless Have History" – '03. SummerServe Northern Ireland – '04. Christian World Outreach Haiti – '05. Alaskan Church Leadership Development – '06. Habitat for Humanity – '07. Inner City Christian Federation – '07. Michigan Emergency Management Association – '08-'11. MMRS Fund Allocation Committee – '08-'11. Kent County Local Emergency Planning Committee – '09-'11. Kent County CERT Advisory Board – '09-'11. Kent, Ionia, Montcalm Counties Emergency Food and Shelter Program Allocation Committees – '09-'11. Kent County Disaster Mental Health and Human Services Committee – '09-'11. Mars Hill Refugee Ministry Leadership Team – '09-'14. IT Coordinator, West Michigan Refugee Education and Cultural Center – '12-'20. Grand Rapids Give Camp Leadership Team – '13-'15. Foster Parent - '18-present. City of Grand Rapids Election Worker – '20-'21, City of Grand Rapids Precinct 47 Chair – '21-present.