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| 845 Sumner Ave, Springfield, MA•321-439-6984•Amendez11779@aol.com | | | |
| Amanda H. Mendez, MPA | | | |
| Objective | | | |
| Experienced Public Service Coordinator seeking a challenging and growth oriented position in the public or private sector | | | |
| Experience | | | |
| October 2011 - Present | | Springfield Public School System | Springfield, MA |
| Substitute Teacher Job Responsibilities:   * Taking over class while regular teacher is out * Performs tasks left by teacher * Manage behavior issues and report such issues as needed | | | |
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| June 2006 – April 2011 | | Children’s Home Society Of Florida | Winter Park, FL |
| Volunteer Coordinator of the MODEL Mentoring Program The MODEL Mentoring Program is a community-based volunteer mentoring program for children of incarcerated parents.  Job Responsibilities:   * Handled all administrative functions within the program, such as answering calls and emails * Responsible for developing all marketing materials such as newsletters, flyers, invitations, posters, mail-outs, press releases, etc… * Developed and led trainings, interviews and completed fingerprinting and background and reference checks for potential adult volunteer mentors * Built relationships with various community programs and public school administrators in order to recruit youth for program through community outreach * Built positive relationships with youth and their families in order to enroll them into the program * Recruited and retained adult volunteer mentors for the program by attending community fairs, giving presentation to various businesses, church groups, social groups (such as Kiwanis an Rotary Clubs), Network in the community, etc… * Completed matching between youth and adult volunteer mentors * Supervised and managed a caseload of up to 100 non-paid employees and youth matches throughout their relationship in the program * Provided social services and support for families in need of services beyond mentoring * Planned and managed events for mentors and mentees throughout the year * Assist Development Department in Planning Appreciation Events * Solicit in-kind donations such as free miniature golf tickets and bowling gift cards, for mentor/mentee activities * Attend a number of community meetings * Responsible for reading and following line item budget set-forth by Federal Grant | | | |
| June 2005 – May 2006 | | Hands On Orlando, Inc. | Orlando, FL |
| Intern/Project Coordinator Hands On Orlando plans, manages and leads volunteer projects for nonprofit organizations and low income individuals and families in the community  Job Responsibilities   * Performed general clerical responsibilities such as filing, answering calls, maintaining various volunteer and vendor databases, etc… * Attended various meetings involving the Executive Director of Hands On Orlando and Managers of other nonprofit and for profit organizations. * Completed site visits for potential volunteer projects * Responsible for becoming a project coordinator, which involved planning, managing and leading various volunteer projects such as painting the building in a homeless shelter and building a new playground in a Boys and Girls Club. Has been responsible for managing anywhere from 10 to 600 volunteers at one site. * Gained knowledge of proper use of several types of building tools and had the opportunity to train volunteer to use them as well. | | | |
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| May 2001 – May 2002 | | Deaf Services Bureau, Inc. | Miami, FL |
| Interpreter Coordinator Deaf Services Bureau’s Interpreter Services Department coordinates American Sign Language Interpreters to accompany Deaf individuals to appointments such as doctor’s visits, court, meetings, job interviews, social security appointments, etc…  Job Responsibilities:   * Received requests by phone, e-mail or fax, for Sign Language Interpreters. * Made contacts by phone to offices such as doctors, requesting an interpreter for a Deaf patient and filling out and filing proper paperwork * Made contact with deaf clients via TTY or in person to discuss upcoming appointments. * Coordinated interpreter requests and assigned jobs to freelance Sign Language Interpreters. * Educated the public in Americans with Disabilities Act and other laws pertaining to deaf and disabled individuals. * Attended many public government meetings regarding the rights of Americans with Disabilities * Coordinated and lead two major fundraisers | | | |
| Education | | | |
| August 2006 – December 2009 | University of Central Florida | | Orlando, FL |
| **Degree: Masters in Public Administration**  August 2004 – May 2006 University of Central Florida Orlando, FL  **Degree: Bachelors of Public Administration**  **Certificate: Non-Profit Management**  **Special Skills:**  **-** Excellent written and verbal skills both on the phone and in person  - Great knowledge of essential computer programs, such as, Word, Excel, and PowerPoint  - Excellent Group Presentation and Training Skills  - Ability to come up with new concepts and ideas  - Ability to learn new skills quickly  - Great Experience building relationships with and managing volunteers  - Experience working in diverse populations and building relationships within the community | | | |
| References | | | |

Bill Fiore: Community Outreach Administrator

Springfield Public Schools

Cell: 413-575-2297

Lisa Gonzalez, Child Care Provider

Kids Night Out, Inc.

cell: 407-617-7748

Amanda Chadwick, Nonprofit Consultant

Children's Home Society of Florida

Cell: 407-488-5212

Sabrina Carter, Executive Director

Franchise Brokers Association

Wrk: 321-445-3500

Chris Allen, Executive Director

Hands On Orlando, Inc.

Wrk: 407-740-8652