**EDUCATIONAL BACKGROUND**

* College: Cedar Valley Community College- Associate of Science
* College: University of Texas at Arlington- Bachelor of Social Work

**PROFESSIONAL EXPERIENCE**

* Paradise Missionary Baptist Church: 1222 E Red Bird Ln, Dallas TX 75241

**Child Care Provider** (June 2011-August 2011

* Cooking
* Cleaning
* Provide care to children within facility
* Feed the children on regular schedules daily
* Providing safe and secure care/environment daily.
* Provide transportation for field trips at different locations.
* Singing Hills Baptist Church Shelter

**Case Manager:** (6550 University Hills Blvd, Dallas, TX 75241) (June 2016)

* Provide care to children within facility
* Feed the children on regular schedules daily
* Provided safe and secure care/environment daily.
* Provide transportation for field trips at different locations.
* Educate parents on school enrollment process
* City of Dallas: Singing Hills Recreation Center (1900 Crouch Rd, Dallas TX 75241)

**Camp Coach Leader** (June 2018)

* Provide transportation to field trips at different locations.
* Provide Programs and activities for campers to participate in.
* Provide safe and secure environment for campers daily
* Provide curriculum and writing assessments for children ages 5-16
* Providing literacy skills to children ages 5-16
* City of Dallas: Singing Hills Recreation Center, (1900 Crouch Rd, Dallas TX 75241)

**Recreation Assistant Lead** (August 2018)

* Respond to customer inquiries via telephone and written correspondence in a time and appropriate manner.
* Provide assistance to members and provide community programs
* Document all activities within reservations reserved in the facility.
* Review patient accounts for accuracy and completeness and obtain any missing information prior to submission.
* Planning opportunities and programs for the future of the faculty with the community
* Count down and reset registers for the next business day
* Handle all store closure procedures before closing store at the end of business
* Texas Can Academy Grant East campus (January 2019) (2901 Morgan Dr, Dallas, TX 75241)

**Case Manager Intern** (480 Hours)

* Responsible for creating group meetings once a week
* Responsible for having one on one sessions with female students
* Responsible for parent conferences
* Responsible for checking student attendance
* Responsible for mentoring students around school and participating in counseling sessions if needed
* Responsible for implementing training to advisors regarding curriculum and polices
* Prepare Case Presentations
* Life Management Support
* Promise House Shelter (January 2019) (224 W Page Ave, Dallas TX 75208)

**Case Worker Specialist**

* Maintain calm and nurturing environment
* Mentor clients
* Document all behavior regarding clients
* Developing disciplinary strategies for children
* Providing Intake paperwork for new clients
* Provide beneficial assessments regarding new clients/intakes
* Maintain case records
* Conduct Home Visits
* Maintain Client Progress/Client Referrals
* Establish Long Term Goals

**SKILLS**

* Strong Verbal Communication/Intrapersonal skills
* Proficient in Word, Excel, PowerPoint, Publisher
* Developing programs
* Negotiation Skills
* Filing& Data Arching
* Problem solving
* Active Listener
* CPR Certified
* Data Entry
* Cash Handling
* Certificate in working with Homeless and Runway Youth
* Certificate in Secondary Stress in Professionals Treating Child Sexual Abuse
* Balanced Approach to conflict management

**LEADERSHIP SKILLS**

**Mentor**

* **Dedicated mentor who supports and encourages adult/youth growth in life.**
* **Strong ability to emphasize with traumatic life adjustments**
* **Provide guidance to clients to improve environment**

**REFERENCES**

* Rhonda Jarvis- Promise House Supervisor, 682-597-6281, rhondagjarvis77@gmail.com
* Nikki Grant- Singing Hills Baptist Church Supervisor, 214-251-9092, nigrant@dallasisd.org
* Vanessa Saenz- Texas Can Academy Supervisor,469-360-9850,vsaenz@texanscan.org