**Michele A. Tafuri**

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EDUCATION:

* Peirce College, Philadelphia, PA

Bachelor of Science, Major in Business Administration, Concentration in Management

Major GPA: 3.75 Cumulative GPA 3.41 *Fall 2009*

* Preparatory Charter School of Mathematics, Science, Technology & Careers,Philadelphia, PA

GPA: 3.54 *Fall 2005*

CERTIFICATIONS / PROFESSIONAL DEVELOPMENT:

* University of Pittsburg School of Social Work, PA Child Welfare Resource Center

Certification as Mandated and Permissive Reporter in Pennsylvania

CE Course Number: PCW000001; Provider Number: CACE 000004 (3 CEU’s)

* Widener University Literacy Program Supervisor
* Mental Health First Aid Certification
* 40+ hours of training in MI, FDC, ART, Mental Health, Drug And Alcohol, YLS
* 37.5 CEU’s: Relias Learning LLC
* BI Group Company: Electronic Monitoring

HONORS & ACCOMPLISHMENTS:

* International Honor Society in Business Administration- Delta Mu Delta, Kappa Nu Chapter 2009
* Mother’s Home Women’s Shelter Honorary Volunteer
* State Award in Pennsylvania Higher Education Assistance Agency 2009
* Developed new methods of documentation in compliance with Delaware County Juvenile Justice YLS/CMI
* Lead supervisor for Youth Summer Initiative Program
* Supported grant proposal with Widener University

WORK EXPERIENCE:

Diakon Child & Family Services, Youth Services Bridge Offender Program

[Case Manager II/ Intake Manager / Per Diem Trainer/] *Jan 2011-Present*

* Prepare/present weekly life skills classes; therapeutic coping skills, competency development
* Produce an effective case management plan identifying the youth’s major needs/strengths
* Perform risk/needs assessment per case to meet youth and county court stipulations as it meets YLS/CMI scale (Prior and Current Offenses, Education, Substance Abuse, Family, Personality/Behavior, Peers, Leisure/Recreation, Attitudes/Orientation)
* Assess at-risk youth to include any problems, needs, or barriers identified in the following areas: Housing, Employment, Education, Financial, Sobriety, Family/Social, and Medical/Psychiatric
* Implement crisis plans across settings and provide crisis management and intervention as needed
* Help client articulate educational, vocational, relational and personal goals and create a plan to achieve them by maintaining familiarity with Federal, State and local programs
* Collaborate with probation officers, psychologists, social workers and all other court ordered individual or family based services
* Coordinate the treatment planning and services provided according to clinical direction
* Documentation responsibilities i.e. pre/post evaluations, initial/phase assessments, court summaries, incident reports, discharge summaries etc.
* Assist in the preparation and review of information, special reports, and other programmatic documents required for successful evidence based research.
* Supervise on-site court ordered community service
* Supervise Widener University student tutors during Literacy Program
* Attend and testify at court proceedings involving children and youth in care
* On-call emergency officer for youth on GPS house arrest.
* Transport youth to necessary court ordered appointment and services
* Demonstrate knowledge of Pennsylvania Department of Public Welfare regulations, and maintain and regularly audit files to ensure that all required paperwork is in order.
* Participate in 40 hours of workshops/training to maintain proficiency/meet regulatory compliance.

U.S. Construction Inc. [Administrative Project Assistant] *2009-2010*

* Negotiate for all major communication among management, suppliers, subcontractors, inspectors
* Contract file networks for projects and assessed all associated files, blueprints, project close out documents, permits, inspections, certifications, and certificates of occupancy
* Manage all parts of bidding process
* Project tracking (Submittal Processing, RFI, Drawings, Requisitions, Inspections)
* Schedule and process all Pre Closing & Pre Excavation Items – Pennsylvania One
* Review permits, project reports, bid documents, pricing, and requisitions
* Approve/distribute reports and blueprints to department and external clients
* Regulate and verify all Purchase Orders/Change Orders

Municipal Courts –Philadelphia City Hall; Criminal Justice Center *2004-2008*

[Office Manager / Assistant Director / Administrative Officer]

* Volunteer in non-profit services
* Oversee office database
* Manage the day-to-day calendar and department operations for company seniors
* Handle inventory orders, office supplies, mail distribution

Taggart Middle School [Assistant Teacher / Teacher’s Aide] *2000-2003*

* Special education in general rehabilitation exercises
* Support teacher with identifying disabilities or developmental delays (communication, emotional/social, motor, cognitive}
* Assist in the implementation of the daily program under the direction of the teacher
* Facilitate in the planning and preparation of the learning environment, setting up interest centers and preparing needed materials and supplies.

SKILLS:

* Interpersonal communication: writes clearly and concisely; listens attentively; provides and asks for feedback; seeks solutions; works well with others
* Planning and organization: forecasts/predicts; identifies and gathers appropriate resources; thoroughly researches background information; develops strategies; thinks critically to solve problems; coordinates and completes tasks; manages projects effectively
* Management and leadership: leads and directs others; teaches/trains/instructs; counsels/coaches; manages conflict; helps team members; delegates effectively; makes and implements decisions; enforces policies
* Advances in Microsoft Office Suite: Outlook, Word, Excel and Power Point

**\*References Available Upon Request\***