

EDUCATION

University of Nevada, Reno, NV

Master of Social Work

May 2020

- Graduate Student Association, Elected Council Member

Bachelor of General Studies in Liberal Arts

May 2010

University of Phoenix – Phoenix, AZ

Bachelor of Science in Management

January 2010

EXPERIENCE

Nevada Community Health Worker Association, Program Manager

2021 – Current

- Develop budgets to verify the completion of grant objectives
- Expand and promote CHW educational resources
- Supervise an expanding association team
- Facilitate conversations between diverse stakeholders

Silver State Fair Housing Council, Board Member

2019 – Current

- Approve quarterly budgets and strategic planning
- Reduce housing discrimination by educating businesses and tenants

Reno Initiative for Shelter and Equality, Board President

2013 – 2021

- Structured organizational policy to support \$2M annual budget
- Handled case management for housing voucher clients exiting homelessness
- Recruited & trained executives to supervise over 60 employees & 700 volunteers

Washoe County Sheriff's Office, Detention Services Unit, Social Work Intern

2019 – 2020

- Co-facilitated housing unit tours
- Advised providers to create a regional case management tool and program integration
- Reconciled human factors towards technology adoption and ADA compliance

Neighborhood Network of Northern Nevada, Americorps VISTA

2016 – 2017

- Advanced asset-based community development strategies
- Coordinated over 200 volunteers for Pumpkin Ploozza

Licensed real estate support for residential and commercial clients

2011 – 2015

- Overhauled communication and data processes for nationwide real estate teams
- Represented residential and commercial clients in real estate transactions

PROJECTS

RenoSparks.org, Founder/Owner

2011 - Current

- Organize and display public data for nonprofits and community leaders
- Use data trend analysis to respond to neighborhood concerns
- Collaborate with Reno City Council to restore the Neighborhood Advisory Boards

Rotary Club of Reno Midtown, Rotarian

2008 - Current

- Served as a board member and the Sergeant at Arms
- Designed, developed, and maintained business process systems collaborators

Additional Project Highlights

- Licensed Real Estate professional #S.170577, Internet Realty, referral only Current
- Designed & developed EvansPark.org 2018
- Fundraised for the library in Ferguson, MO to increase staffing 2014
- Created media to raise funds for the Washoe County helicopter siphon tank 2007
- Managed relief distribution in the aftermath of Hurricane Katrina 2005 – 2006

TECHNOLOGY MANAGEMENT

Software. Microsoft Windows® OS, Office Suite, Microsoft Azure, Microsoft 365, Umbraco CMS (.Net Framework CMS), Word, Excel, Access, PowerPoint, Google Drive, Google Tag Manager, Google Analytics, Google Maps, Adobe® Photoshop, Illustrator, InDesign, Acrobat, Notepad++, Video Editors, Browser Configuration, Browser Applications, CoreFTP, Ubuntu OS, Virus and Spyware Management, Android OS, Quickbooks, Visual Studio

Internet. eGrants, Search Improvement, Content Development, Authoritative Research, Social Media, Facebook Group Management, Online Commerce, Online Banking, CSS, CSS3, HTML, HTML5, email templates, Javascript, PHP maintenance, Mobile Responsive Design, Open Source Integrations, .NET, ASP, ASP.NET, Web Applications, Bootstrap