

**EDUCATION**

**University of Nevada, Reno, NV**

*Master of Social Work*

*May 2020*

*Bachelor of General Studies in Liberal Arts*

*May 2010*

**University of Phoenix – Phoenix, AZ**

*Bachelor of Science in Management*

*January 2010*

**EXPERIENCE**

**Silver State Fair Housing Council, Board Member**

**2019 – present**

- Championed budget planning strategies to defend housing access for disadvantaged communities
- Referred and connected People with Disabilities to responsive services

**Nevada Community Health Worker Association, Program Director**

**2021 – 2024**

- Secured public health grants and developed budgets for over \$8.4M over 3.5 years
- Expanded and promoted the 40-hour CHW training by selecting and developing an LMS
- Recruited a diverse student population >30% Rural, >30% African American, >30% Hispanic
- Supervised a growing team from 1.5 FTE to 12 FTE
- Funded over 70 contracted frontline staff in diverse community-based and clinical settings
- Developed a detailed intake survey & assisted over 2,000 CHW students in person and over the phone
- Followed up on student progress and made accommodations to help students complete their goals

**Reno Initiative for Shelter and Equality, Board President**

**2013 – 2021**

- Structured comprehensive organizational policies to support \$2M annual budget
- Handled case management for housing voucher clients exiting homelessness
- Recruited & trained executives who manage over 60 employees & 700 volunteers
- Fielded phone calls for emergency and non-emergency responses

**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 toward technology and built collaborative community events

**Neighborhood Network of Northern Nevada, Americorps VISTA**

**2016 – 2017**

- Advanced asset-based community development strategies
- Coordinated over 200 volunteers for Pumpkin Palooza to raise funds for seniors and people with disabilities

**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

**Rotary Club of Reno Midtown, Rotarian**

**2008 - present**

- Designed and maintained collaboration as board member and Sergeant at Arms

**Customer Relationship Management and Data Collection Software**

**2011 - 2024**

- Database with over 2,500 Nevadan Community Health Worker Stakeholders
- Monthly reporting for services provided in community, clinical, and behavioral health settings
- Single-stream coordinated follow-up across over a dozen unique federal and state projects

**Project Highlights**

- Trained in ABA for people on the spectrum and replaced with less repetitive strategies 2000 - 2005
- Managed relief distribution in the aftermath of Hurricane Katrina 2005 – 2006
- Received accommodations and Mentored for the Disability Resource Center at UNR 2019 - 2022

**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, CiviCRM, Moodle LMS

**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 Apps, Bootstrap, Motivational Staff Training