

[Your Name]  
[Street Address], [City, ST ZIP Code]  
[phone]  
[e-mail]

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**Objective**                    **A position as Director/Counselor/Educator/Case Manager/Coordinator.**

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**Profile**

- Nearly 20 experience as professional manager.
- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers, and board of directors.

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**Education**                    **M.A., Gerontology, Elm Grove State University**  
**B.A., Psychology and Gerontology, Cum Laude, Elm Grove State University**

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**Relevant Experience & Accomplishments**

**Program Coordination**

- Successfully established new Adult Day Health Care Program.
- Balanced **\$1.5 million budget**, resulting in impressive 15 percent profit margin.
- Managed \$650,000 senior center building project.
- **Wrote grants, secured funding** and established Peer Counseling Program for seniors.
- Reorganized In-Home Program, turning annual \$11,000 loss to \$40,000 profit.
- Created Thrift/Gift/Craft Shop producing annual net profit of \$36,000.
- Designed service development plans and conducted operation assessments.
- Counseled students on defining career and work related goals and objectives.
- Formulated, wrote, and implemented new employee orientation manuals.

**Management/Supervision**

- Directed recruitment and retention of supervisors and staff of 42 employees.
  - Trained, supervised and evaluated staff, coached improvement management skills.
  - Resulted in multilateral staff achievement of work objectives.
  - Managed and developed over 200 volunteers into goal-oriented, cohesive group.
  - Successfully refined **and implemented new projects.**
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<b>Employment</b>	<b>Resource Consultant , <i>Health Care Services</i>, Ukiah</b>	<i>1994-present</i>
	<ul style="list-style-type: none"><li>• Provide private professional case management service for dependent adults.</li></ul>	
	<b>Executive Director, <i>Senior Center</i>, Ukiah</b>	<i>1989-1994</i>
	<ul style="list-style-type: none"><li>• Oversaw operations of daily senior programs for 300 clients at 25,000 sq. ft. facility.</li><li>• Directed transportation, adult day healthcare, home delivered meals, nutrition, outreach, Alzheimer's, in-home care, and peer counseling.</li></ul>	
	<b>Teaching Assistant, <i>Gerontology Program</i>, Oak Tree State University</b>	<i>1988-1989</i>
	<ul style="list-style-type: none"><li>• Student-taught death and dying class and inter-generational relations.</li></ul>	
	<b>Counselor in Education, <i>Walnut Community College</i>, Ukiah</b>	<i>1985-1988</i>
	<ul style="list-style-type: none"><li>• Counseled students on securing OJT college credits for Work Experience Program.</li></ul>	

**Traffic Supervisor, *The Phone Company*, Ukiah**  
Trained and supervised traffic control operators and wrote new employee manuals.

*Prior Experience*

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**Community  
Involvement**

**Oak Medical Center**, Board Of Directors and Strategic Planning Committee  
**Leadership Steering Committee**, Secretary  
**Chamber of Commerce**, President, Board of Directors  
**Soroptomist Club**, Member

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**Honors &  
Awards**

**Distinguished Human Services Recipient**  
**Woman of Achievement**  
**Solving the Generation Gap**