

## PROFESSIONAL EXPERIENCE

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### Summary

A dedicated professional with extensive knowledge, experience and leadership in non-profit corporations. Demonstrated excellent interpersonal skills with staff and community members, specializing in the areas of professional management and program development designed to contribute to the success in achieving company goals.

### Professional Strengths

- Successful experience coordinating events and attainment of goals and objectives
- Demonstrated success in process coordination and customer relations
- Successfully interfaced with all levels of management and Board of Directors to achieve maximum outcomes
- Innovative and resourceful in accomplishing goals
- Intuitive self-starter with ability to manage multiple projects
- Values importance of confidentiality

### Business Background

2007 to 2008	Executive Director, ArtsBusXpress, San Diego, CA
2005 to 2006	Families Helping Families Program Coordinator, The Jenna Druck Foundation, San Diego, CA
2002 to 2004	Coordinator of Volunteer Resources, The Center, San Diego, CA
1997 to 2002	Holistic AIDS Response Program Coordinator, The Center, San Diego, CA
1990 to 1996	Director, Family Assistance Program, Vietnam Veterans of San Diego, San Diego, CA
1989 to 1990	Medical Technician, Park Center for Health, San Diego, CA
1982 to 1988	Education Associate, San Diego AIDS Project, San Diego, CA
1978 to 1981	Inpatient Psychiatric Specialist, Medical Specialist, United States Army

### Business Projects and Accomplishments

- Fundraising, developing and researching funding sources, establishing new strategies to approach funders, submitting proposals and administrating records, correspondence and documentation for ArtsBusXpress
- Board Administration and financial management for ArtsBusXpress
- Fostered community involvement to include extended media coverage for The Jenna Druck Foundation programs along with the production of *Hope* quarterly newsletter
- Increased Foundation's Families Helping Families Program donor base from 740 to 6282 in one year Responsible for recruitment, orientation, training, placement, management, recognition and appreciation of 350 + active volunteers
- Annual volunteer services provided more than 26,000 hours of service, the equivalent of 13 full-time employees saving the agency more than \$437,000
- Provided volunteer supervision for over 125 holistic health practitioners to 700 clients
- Responsible for the development, administration and fiscal management of a health services outpatient clinic for Vietnam Veterans and their families
- Assisted in the coordination of Stand Down from 1990 - 1996

- Assisted physician with all medical aspects of patient care
- Created and supervised peer teams for health education and information
- Provided outreach, information lines training and HIV news updates
- Developed and produced HIV/AIDS educational materials
- Performed AIDS presentations, assisted in creating various task forces for people with HIV/AIDS
- Performed a variety of duties including initial interviews, charting, distributing medications, conducting individual and group therapy sessions, handling crisis interventions and overall patient care

**Event Management**

- ArtsBusXpress, San Diego, CA – Baja California Wine Tour 2007
- The Jenna Druck Foundation, San Diego, CA – Looking Back, Moving Forward 10<sup>th</sup> Anniversary Celebration 2006 (310 Attendees)
- The Jenna Druck Foundation, San Diego, CA – Young Women's Spirit of Leadership Conference 2006 (855 Attendees)
- The Center, San Diego, CA – Annual Gala 2002 – 2005 (700 attend annually)
- The Center, San Diego, CA – Bi-Annual Volunteer Appreciation Celebrations 2002 – 2005 (350 volunteers)
- The Center, San Diego, CA – Holistic Health Practitioners and HARP Volunteer Retreat 1997 - 2001
- Vietnam Veterans of San Diego, San Diego, CA – Women's Veterans Luncheon 1994 – 1997

**Education**

- Specialized training in the psychology and medical field, United States Army

**Professional Development**

- American Academy of Bereavement – Bereavement Facilitator Certificate
- NonProfit Management Solutions – Supervisory Skills Certificate

**Community Service**

- San Diego Bereavement Consortium, Co-Chair
- KPBS Love and Forgiveness Campaign 2006 - 2009, Facilitator
- United Veterans Council, Board of Directors 1995 - 1997