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### **Summary**

Talented, organized Business Professional with a proven record in accomplishment in strategic planning and leading comprehensive marketing plans in support of business goals and objectives. Demonstrated success in fundraising with increased growth in revenue, volunteers and community participation. Solid leadership skills; able to build and guide staff to achieve specific goals. Adept in communicating and networking with management, community stakeholders, media, volunteers and communities to coordinate the overall success of programs designed to increase the well-being of the community.

### **Professional Experience**

**Permian Basin Regional Council on Alcohol and Drug Abuse (PBRCADE)**  
**Prevention Program Director 9/1/2012-Current**  
**Prevention Resource Coordinator 2/1/2011-8/31/2012**

- Serve as a source by providing prevention materials, information and expertise in the areas of substance abuse and mental health promotion throughout a thirty county radius in region 9.
- Maximized regional prevention efforts by coordinating with community, state and regional stakeholders through trainings, prevention education, data collection and surveys to determine the needs of the community and to promote the well-being of the community.
- Utilize strategic planning to market our prevention efforts and ensure that needs are being met by everyone throughout region 9.
- Manage Prevention staff to ensure that all requirements of grant are being made.
- Collaborate and network with community agencies, faith-based organizations, Colleges/Universities, news media, intervention/prevention and treatment providers, law enforcement, school administrative and personnel, youth and adults to implement prevention education throughout the community to.
- Obtained Prevention Specialist Certification in 2012
- Grant writing for state and local/private funding

**Girl Scouts of the Desert Southwest/Girl Scouts of the Permian Basin**  
**Youth Program Facilitator/Product Sales Manager September 2007-May 2010**

- Responsible for planning, orchestrating, collaborating and implementing the Fall and Cookie Sale Programs that met the councils fundraising and program objectives.
- Worked to increase youth and adult membership through leadership, self-worthiness, goal setting and bonding programs to ensure sustainability of program.
- Oversaw all training, program development, inventory and deliveries and collections of Fall Sale and Cookie Sale items.
- Collaborated with ISD Personal, Community Agencies and Youth Serving Organizations to implement a volunteer youth program at the JR High and High School levels that promoted confidence, health relationships, bonding, increased self-esteem, and healthy behaviors.

**Dennard & Todd Overhead Doors**  
**Office Manager 2005-2007**

- Responsible for all Accounts payable/Receivables, payroll, reconciliation, sales tax, payroll taxes.
- Managed office and maintained all personnel documents and trainings
- Proficient in Quick Books, customer Service and answering multi phone lines.
- Proficient in Commercial and residential quotes, estimates, sells, purchase orders, invoicing and collection of garage doors, openers and other materials related to overhead doors.

**Education**

- Texas Certification Board of Addiction Professional      Certified Prevention Specialist 2012
- Odessa Community College      Associates in Arts General Studies, 2001
- University of Texas of the Permian Basin      Current Student

**Volunteer Opportunities:**

Girls Scouts of the Permian Basin- 2003-2009 Troop Leader  
Girl Scout of the Permian Basin- 2005-2007-product Sales Team Volunteer  
YMCA Football - 2010-2011 Served as Team Mom for Vikings 4<sup>th</sup> grade team and 5<sup>th</sup> grade team  
Sherwood Little League- 2010-2012-Served as team mom for son's teams  
Permian Basin Youth Football League-2012-2013-Team Mom for Flag Football  
X-Out Youth Leadership Coalition-2012-present- Coordinator

### **Continued Education**

Certified Prevention Specialist-11/12  
Operation Detour- 12/17  
Crime Victims Compensation General Overview-12/17  
Family Violence and Protective Orders-12/18  
Human Trafficking-12/18  
New Synthetic and Designer Drugs-12/18  
Prevention in Ethics 6/2020  
Substance Abuse Prevention Specialist Training-7/2012  
Prevention Across the Lifespan 2/2012  
Child and Adolescent Development 2/2012  
Strategies for Strengthening Families 2/2012  
Enhancing Cultural Competence 2/2012  
Risk and Protective Factors 2/2012  
STDs in the Lives of Substance Users 4/2012  
HIV/AIDS Update-4/2012  
Hep C (A and B): Basic Knowledge 4/2012  
Cultural Competency and Ethics in the Age of HIV 4/2012  
Substance Abuse Counseling in the Age of HIV Disease: Focus on Women 4/2012  
Motivational Interviewing 3/2012  
Substance Abuse Counseling in the of HIV Disease: Relapse Prevention 3/2012  
Substance Abuse Counseling: Treatment Planning with the Client 3/2012  
Protecting You/Protecting Me Youth Prevention Implementation Training 1/2012  
Hurt, Hope & Healing for Children and Youth with an Addicted Parent 12/2011  
Children's Behavioral Health: Crossing the Dotted Lines 12/2011  
Substance Abuse: The When, The Why and The What 12/2011  
Teaching & Training: The Art of Getting Your Message Across 12/2011  
Effective Prevention Services Begin with Effective Communication 12/2011  
Youth Suicide Prevention Depression and Treatment of Suicide Ideation 10/2012  
Illicit Narcotic Trends 9/2012  
Alternative Activities that Teach and Reinforce Skills for Youth and Adults 7/2011  
Using Data to Market Prevention Through Social Media 4/2011  
Mobilizing the Community Using Effective Prevention Strategies 5/2011  
Burnt Out on Legal Highs: Info on Current Drug Trends 9/2011

Tobacco Prevention Program Update 9/2011  
Using Social Media Technology in Prevention 9/2011  
Ask about Suicide to Save a Life 9/2011  
LifeSkills Youth Prevention Teacher Training 9/2011  
Maximizing Community Resistance through Awareness 6/2011  
Creating Public Service Announcements for Media Campaigns, Marketing PSA's for the Community  
4/2012  
Developing Effective Media Campaigns 4/2012  
The State of Mental Health in Texas & Three Proven Programs that Improve the Lives of Texans 7/2012  
Developing a Texas Culture of Prevention, Recovery and Wellness 7/2012  
Scientifically Proven Prevention Strategies 7/2012  
Tobacco Prevention and Cessation Strategies 7/2012  
Bullying and Victimization: Implications for School Safety and Suicide Prevention 7/2012  
Coping with Crisis in Schools and Communities: Lessons from the Front Lines for Prevention & Response  
7/2012  
Advancing Prevention Strategies: Perspectives from the WHO Global Alcohol Policy 7/2012  
Smoking, Mental Illness and Other Addictions: A Biopsychosocial Understanding of Comorbidity 7/2012  
The Developing Brain: Adolescence and Vulnerability to Drug Use and Mental Illness 7/2012  
Current Drug Trends 7/2012  
Treatment Strategies for Children and Youth Affected by Prenatal Exposure to Alcohol and Illicit Drugs  
7/2012  
Building Behavioral Assets 11/2012  
A Behavioral Health Lens for Prevention 11/2012  
Leaders of Tomorrow Today 11/2012