

LISA M. CLINE

2714 Cambridge Street, Odessa, Texas 79761

Cell: 432-934-8417-lmboo@grandecom.com

A passionate team player with over 18 years' of experience with a high level of energy, enthusiasm, and enjoyment of planning, promoting, and participating in human resource, leadership, and workforce training. Demonstrated capabilities in building and leading diverse teams to successfully provide services, partnerships and community pride.

SKILLS

Creative and High Energy Educator
Foundation in Risk Identification Management, Ethics and Compliance
Committed and Accountable Team Player
Impressive History of Engaging All Age Levels
Strong Written, Oral, and Interpersonal Skills
Proven Success Working with all Levels of Leadership
Established Abilities to Create Unique and Research Based Curriculum
Demonstrated Leadership Experience
Keen Business Acumen and Strong Analytic Abilities
Fearlessly Curious and Focused

EDUCATION

Texas Tech University, Lubbock Texas
MS Recreation and Leisure Administration

New Mexico State University, Las Cruces New Mexico
BS Social Work

NRPA Director's School
2 Year Professional Program

Additional Education

Microsoft Office Suite, Adobe Suite, True Colors Certified Instructor, Smart Board
Instructor, Banner Software, Employee Relations, Conflict Resolution,
Odessa College Leadership Institute & Odessa Leadership Graduate
Dave Ramsey, Lampo Group Inc., National Business EntreLeadership Institute Graduate

PROFESSIONAL SKILLS AND SELECTED ACCOMPLISHMENTS

Executive Leadership - Successfully managed multiple diverse recreation programs and facilities

- Manage custodial, preventative maintenance plans, programming, and risk management system
- Maintain budgets, contracts, departmental relationships, political and customer relationships
- Directed facility events, scheduling, employee base and capital improvement projects

Result: Managed 12 square miles and 44 buildings of diverse recreation facilities with approximately 125 employees.

Promote/Develop – Created new City community services and recreational programs

- Develop and implement a community wide needs assessment , actively seek stake holders input
- Submit scope of services proposal, mission, goals, policies, budgets, evaluations and varied funding resources to Board/Council, implement plan

Result: Established seven programs and increased community partnerships by 80%.

Team Building - Developed multiple diverse departmental teams

- Analyze philosophy, goals, operational standards, financial and employee structure
- Design team structure and goals, training courses, strategic plan, and resolved obstacles

Result: Created six successful teams and increased department productivity by 50%.

Tailored Curriculum– Develop new curriculum and market to Permian Basin Campus

- Perform needs assessment of current campus staff and conduct interviews with department chairs
- Formally present findings to Department Chairs, Education Director, and Campus Dean
- Create curriculum, program proposal, budget and goals to committee
- Implement curriculum in 8 week pilot class with class of medical residents

Result: Five out of five departments requested the new team building curriculum, for all faculty and staff once a month for a year. Curriculum was created to be tailored to any industry, all levels of staff.

Content Analyses – Developed and implemented new emergency/incident plan for Odessa College

- Analyze current processes and system software, research and develop new system, and resolve technical obstacles
- Develop a relationship with State, City, and other incident command partners
- Act as team leader to represent OC with incident command partners to negotiate a MOU

Result: Odessa College has an updated emergency system/incident plan, a trained team, and a facility with the capacity to service 40% of the current population of the city of Odessa, TX.

Grant Administration- Successfully managed multiple diverse budgets and grant contracts

- Manage 9 budgets and a minimum of 15 grants/trusts for department covering 3 states
- Analyze and restructure department in the areas of personnel, fiduciary, and strategic goals
- Increase audit reviews to meet State and Federal compliance policies; repair political and community partnerships to continue current and secure new funding

Result: Established fiduciary stability and solvency and increased departmental efficiency by 60%.

Electronic Document Management– Developed and implemented new employee applicant tracking system (ATS) for Texas Tech University Health Sciences Center

- Research current vendors and potential issues relating to change in systems
- Develop and implement training for Permian Basin and Abilene campuses; contact for new system

Result: TTUHSC has the ability to be paper free, have a digital document system which tracks internal/external job applicants through the process, and maintains current statistical database.

PROFESSIONAL EXPERIENCE

WEST TEXAS FOOD BANK

2015-PRESENT

Nutrition Education Specialist

- Develop and instruct nutrition education classes strategies and materials to SNAP (Supplemental Nutritional Assistance Program) eligible sites and participants for 19 counties
- Direct marketing and promotion of SNAP-Ed program to existing partners and new partners
- Establish new community partnerships and continue to strengthen existing relationships for WTFB
- Responsible for preparation/implementation of analysis reports to derive needs of service areas
- Utilize established curriculum and create new evidence based curriculum to expand program

TEXAS TECH HEALTH SCIENCES CENTER

2012-2014

Regional Manager of Workforce Education and Development

- Developed creative and interactive curriculum and presented workforce education classes for staff and faculty (classroom, online and web classes) for Permian Basin and Abilene campuses
- Ensured TTUHSC was compliant with current State and Federal regulations regarding all trainings, i.e. ADA, Sexual Harassment, HIPAA and Child Protection Training
- Directed marketing, public relations, and developed volunteer program for community and organization
- Maintained digital document databases and provide trainings for electronic workflow systems (BANNER)
- Acted as liaison to HR to facilitate positive employee relations representation and ensure accuracy of policy
- Prepared/implemented analysis reports to derive educational needs of Permian Basin and Abilene Campuses
- Managed workforce education website ensuring all classes are marketed effectively and timely

ODESSA COLLEGE

2009-2011

Director of Community Services

- Supervised 9 employees directly, all class instructors, and act as second to Executive Director upon absence
- Developed and managed yearly service area programs, special events, grant contracts, created and presented workforce education programs for 15 counties
- Responsible for maintaining faculty/ staff professional development requirements and employee relations
- Directed marketing, public relations, donations and established a community partnership/resource network
- Supervised expansion in the areas of funding, educational programs, clients, and community resources
- Responsible for department website and quarterly class schedules; developed and adhere to annual budget and strategic plans; prepare and present quarterly reports to necessary government entity

CITY OF ODESSA PARKS AND RECREATION

2006-2008

Recreation/Special Events Coordinator

- Developed and managed year round City wide special events, staff/volunteers, and grant contracts
- Acted as liaison between City Council, Parks Board and served on varied Boards and Committees
- Directed marketing, public relations, donations and established a community partnership/resource network
- Supervised expansion in the areas of events, funding, programs, student interns, and community partners
- Developed mission, goals, policies, program criteria, special events, budgets, capital improvements, and evaluations

CLINE LIGHTING CONSULTING

2004-Present

Independent Contractor-New Mexico, Texas, and Canada

- Present recommendations of products and budgetary solutions to meet client needs
- Prepare and present varied human resource trainings, i.e. HIPAA, ADA, Sexual Harassment, Team Building
- Conduct and document findings of internal and external facility inspections/investigations
- Design and produce reports with information specific to client and OSHA requirements; act as liaison to negotiate dispute and/or resolve violation
- Invoice clients, AP/AR, maintain records and books, file monthly State sales taxes and yearly Federal taxes

PRIOR YEARS EXPERIENCE

CITY OF EL MIRAGE

2003-2004

Director of Senior Services

THE SALVATION ARMY-SOUTHWEST DIVISION

2000 - 2003

Director of Silvercrest Management-NM, NV, & AZ

Director of Phoenix Family Services