

- Handling publicity (Employment & Media Interviews)
- Coordinating transportation for clients to needed service organizations
- Responsible for on-going assessments of residents progress
- Responsible for compiling and maintaining client/volunteer records
- Provide crisis intervention to callers, civic groups, churches, etc.
- Management of dietary, kitchen, housekeeping, all staff, client personal needs items, and office supplies
- Responsible for organizing functions and activities, including tours of the facility and training meetings

The Crisis Center

Odessa, Tx

Client Services/Shelter & Assistant ED

Aug 2001-Sep 2012

Oversee and coordinate shelter operations and maintenance schedules. Supervise shelter staff and all programs for clients. Assist with ensuring compliance to state and federal guidelines. Assist with grant tracking and reporting documentation. Oversee and coordinate shelter budgeted spending. Provide client intervention and advocacy. Oversee and coordinate volunteer program for shelter program. Assist the Executive Director with programing and media duties. Network with community agencies. Participate with crisis intervention for victims of domestic violence and sexual assault.

Key West Senior Village

Odessa, Tx

Senior Housing Manager

Jan 2006-Dec 2007

Oversee and manage 120 units Senior Housing complex. Responsible for maintain a 90% occupancy rate, compliance to HUD and other entities regulations, budget and spending requirements, and oversee and manage maintenance staff and facility needs. Plan and coordinate residents social, recreational, and basic needs events and/or resources.

Desert Haven Senior Apartments

Odessa, TX

Senior Housing Manager

Jan 1997-Jul 2001

Responsible for directing and coordinating all programs, projects and financial matters for the 60 unity facility. Oversee all personnel administration, budget development, marketing, and adherence to policies and procedures established by Sears Methodist Systems and the US Department of Housing and Urban Development.

Manor Park Alzheimer Unit

Midland, TX

Program/Activity Director

Jan 1994-Sep 1997

Responsible for the assessments and appropriate interventions for 60 residents. Plan and implement activities that will enhance or maintain the cognitive and social skills. Supervise volunteers, implement staff sensitivity trainings, and facilitate family support programs, community awareness programs. Documentation of residents participation and progress.

Education

Alexander Hamilton High

Los Angeles, CA

High School Diploma: Academic

Jun 1972