

Kelly Dirden

Professional Summary

As a highly motivated and detail-oriented worker, I have vast experience in handling complex situations that require quick assessment and active delegation to ensure results. I am seeking employment in an agency that has a direct impact on the community and is not afraid to grow and stretch in a changing environment. I consider myself a results oriented leader and I always seek to analyze and define the problem in order to put correct actions in place. I am an independent worker and when I am assigned a task, my supervisor can be confident that I will get the job done with little oversight.

Work Experience

West Texas Food Bank Odessa, Texas

Program Director

(May 2016 - present)

Duties Included:

- Supervise 7 programs and at the food bank - food distribution internally and through partner agencies, Kids Cafe, Nutrition Education and Social Services
- Monitor budgets with multiple funding streams
- Create reports on program progress and status
- Assess needs of community and implement programs to address needs
- Maintain policy and procedures for each program

Centers for Children and Families Odessa, Texas

Kids First Director

(January 2015 – April 2016)

Duties Included:

- Facilitated supervised visitations
- Provided case management
- Supervised Caseworker and student intern
- Maintained current grants and seek out new grants for funding
- Scheduled volunteers
- Provided community presentations
- Rewrote policy and procedures for program

Permian Basin Community Centers Odessa, Texas

Continuity of Care/Intake Coordinator

(November 2005 – December 2014)

Duties Included:

- Worked in high stress position that required multi-tasking and prioritizing
- Responsible for multiple and detailed areas in my unit
- Monitored and processed enrollments from elaborate and lengthy lists and databases
- Developed policy and procedures based on state administrative codes and contracts
- Adhered to strict deadlines
- Assessed complex situations that involve both medical, social and physical aspects of individual's with intellectual disabilities

- Developed plans to address complex needs of individuals
- Trained and monitored assigned staff to ensure job completed
- Presented programs to groups

The Crisis Center - Angel House Odessa, Texas

Intake Coordinator

(January 2003 – November 2005)

Duties Included:

- Worked in domestic violence shelter
- Managed staff that was responsible for answering phones, completing client intakes/discharges and advocate services
- Answered and directed phones
- Developed forms, policies and job descriptions for shelter manual

Education

University of Texas of the Permian Basin

May 2015 Graduate

Masters Degree in Public Administration

University of Hawaii - West Oahu

December 1999 Graduate

Bachelors of Arts Degrees in Professional Studies and Social Sciences

As a double major, my emphasis was in Public Administration and Psychology

Hobbies & Interests

I was the Head of Delegation for Team Odessa, a Special Olympics of Texas team from 2008-2009. My responsibilities included signing athletes up for events and coaching in a variety of sports. I am also a sponsor for Compassion International. In my free time I enjoy photography, traveling throughout Texas and scrapbooking.

Professional Skills

- Proficient in Microsoft Office
- Great speaking skills

References

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