
Tara Holt

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Summary

Primary Prevention Coordinator focused on developing comprehensive family and child-related programs and services. Goal-oriented professional with strong leadership capabilities. Highly skilled at shifting between various roles within organizational positions. Active and empathetic listener with a passion for social work. I am well versed in the Social Media and have handled the Facebook account as well as the Website which are key areas to broaden our name.

Highlights

- Crisis prevention intervention
 - Program management
 - TANF experience
 - First Aid certified
 - Family and children's programs knowledge
 - Exceptional interpersonal skills
 - Analytical thinker
 - Experience with at-risk youth
 - Knowledge in all areas of the organization
 - Compassionate and active listener
 - Computer-savvy
 - Exceptional communication skills
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Accomplishments

Have developed the WHO program to being a successful addition in half of the Elementary schools in Ector county, as well as Andrews, Crane and Monahans.

Due to the success of the WHO program, The Crisis Center was approached and made the second Training Site in Texas. The first and only one in West Texas.

Have continuously developed the Walk A Mile and have seen it grow each year as a successful Community Awareness event for Sexual Violence.

Have fine tuned the Primary Prevention program and gained statistics to help add schools. Due to statistics from last year, The Crisis Center saw Crane Middle School join the efforts this year and have stated this will be a regular each year.

Designed and put up The Crisis Center Facebook and have been able to have it grow to 70+ people just in past few months.

Experience

April 2008 to July 2008 **The Crisis Center**

Odessa, TX

Office Manager

During my time in this position I handled volunteers and donations. I learned how to handle the Hot Line and the general workings of the office.

July 2008 to
March 2011

The Crisis Center

Odessa, TX

Community Education Coordinator

During this period I Molded and grew the WHO Program to be at the success it is within my capabilities. I have also handled inputting all that goes into the ITS system. I developed the Walk A Mile and have nurtured its growth. I have handled all grant reporting for Federal, State and Local

grants. Through this I gained knowledge in the financial aspects of the organization.

February 2011 to
March 2013

The Crisis Center

Odessa, TX

Primary Prevention Coordinator

During this part of my experience up to currently now, I have learned and fine tuned the Prevention program for our organization. I have also learned how to put budgets together, do budget changes and how to request for them. I am knowledgeable of detailed budget reviews and how to handle those when they come about.

Education

2010

University of Texas of the Permian Basin

Odessa, TX, United States

Sociology

Bachelor of Arts

Minor in Psychology

Member of Sociology Club

Member of Psychology Club

Member of Drama Arts Club

Public speaking classes

Broadcasting and Public Relations coursework

Continuing education in Facebook and Social Media

Child Development and Psychology coursework

Cultural Diversity and Ethnic Studies coursework