

# RESUMEDS

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## DIRECTOR • ADMINISTRATOR

K-12 Education/Mental Health

***Accomplished, results-oriented, and highly dynamic professional offering more than 15 years of experience in providing dynamic leadership and superior accountability in the field of education and mental health services through sound management principles and fair administrative practice.***

- **Program Planning and Coordination:** Successful in supervising and developing educational programs for diverse and at risk student populations as well as clinical and mental health programs designed to address acute mental health needs of adolescents in residential treatments and alternative education settings.
- **Astute Team Direction:** Adept at interpreting organizational data to identify areas in need of improvement as well as developing short-and-long-term strategic plans to increase efficiency and productivity essential in achieving a common goal.
- **Staff Motivation/Collaboration:** Proven effective at establishing a team environment to maximize best results as well as deliver professional service by sharing responsibilities and accountabilities for both routine and important tasks and decisions among members of the team.
- **Training and Development:** Superior ability to design and promote the ongoing personnel development of staff and multifaceted training initiatives and programs to establish a competent workforce.

### CAREER HIGHLIGHTS

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- Earned recognition as Wyalusing Academy Outstanding Employee in 2002; received increasing responsibility to serve on corporate committees which included Trauma Informed Care Initiative, Suicide and Peer to Peer Risk Management Policy, Procedure and Program Revision, Redesign Treatment Structure, and Clinical program modalities to reflect evidence based practices.
- Functioned effectively as University of Wisconsin Platteville Special Education field supervisor.
- Employed to be a part of the team for the University of Wisconsin Platteville Special Education Professional Development Portfolio Review.
- Demonstrated excellent skills in developing various programs which included school to work, vocational courses, and transitional experiences for students, youth advisory council, mentoring team, and multicultural curriculum.
- Functioned effectively as the point of contact between Wyalusing Academy and school districts in Illinois, Iowa, Michigan, Minnesota, and Wisconsin.
- Generated and imposed policies and procedures in the Education Department to obtain a safe and positive learning environment as well as trauma-informed care culture for youth and staff.
- Developed and conceptualized two alternative day school programs from the ground up, focusing on special education, emotional and behavior disorders, and mental health needs.
- Delivered exemplary performance in providing specialized education services to K-12 graders with exceptional education needs and at risk behaviors from 12 local school districts.
- Facilitated the training of staff regarding trauma informed care, multi-sensory de-escalation increasing self-regulation, intentional interviewing, crisis intervention, autism, and diversity; as well as poverty and culture.

### PROFESSIONAL EXPERIENCE

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RESUMEDS, LOS ANGELES, CA | 1992–PRESENT

#### Executive Director of Programming

2010–Present

- Direct responsibility to recruit, select, train, manage, and supervise the director of social services, youth care, and education, Maintenance Department and Food Service Department as well as business office staff which include secretaries, receptionist, and personnel administrative assistant.
- Facilitate ongoing organizational quality improvement and implement agency strategic plan in conformity with Iowa, Minnesota, Wisconsin, Illinois, Indiana and Council on Accreditation Licensing Standards.
- Maintain sound financial management including annual budget planning, monthly fiscal reviews and reports, and policy implementation to eliminate risk of error and mismanagement or fraud.
- Employ sound human resource management skills; evaluate programs necessary to attract, motivate, develop, reward, and retain the best staff to reflect the agency values and mission.
- Oversee the efficiency of treatment programs by organizing the staff and assigning equal responsibilities; evaluating program's effectiveness; and consistently communicating with the staff through formal and informal meetings.
- Work closely with various committees such as Clinical Records, Administrative and Service Environment, Performance and Quality Improvement, Personnel Committee chairpersons to promote efficient and seamless efficiency throughout the agency.
- Demonstrate excellent skills in representing the corporation to its stakeholders and clientele; community agencies; interested and contributing citizens; professional bodies and disciplines; and government and non-government bodies.
- Embraced and fostered an agency culture which was strength based, proactive, and transparent that identifies risks as well as learning from challenges.

#### Alternative Day School Development Specialist

2002–2010

- Built and cultivated on-going relationships with school district administration, directors of special education, CESA, and staff members.
- Exhibited superior talents in establishing policy and procedures as well as recruiting, hiring, training, and supervising all staff associated with alternative day school programs.
- Employed keen attention to detail in reviewing and coordinating admission of all alternative day school placements, including intake staffing, contract, transportation, and IEP needs.

- Closely monitored all alternative school programs through continuous onsite planning; program development and evaluation; stakeholder's feedback; data and outcome review; and targeted staff training.
- Keenly supervised curriculum development and educational resources; maintained an open communication with lead teachers to provide resolutions and implement program modifications.
- Leveraged technical expertise in preparing comprehensive plans to provide seamless and successful transition to less restrictive educational settings and community based programs.

**Wyalusing Academy Director of Education**

1992–2002

- Proactively performed human resource functions such as hiring and interviewing employees as well as conducting annual evaluations in the Education Department.
- Provided astute direction to the Wyalusing Academy Staff to effectively implement a comprehensive education program through sound management practices, collaboration, creativity, and hands-on administrative practice.
- Assumed full responsibility in training and supervising all education, crisis intervention, and summer recreation program staff.
- Expertly handled education, summer recreation, and Title I budgets.
- Planned, executed and supervised various programs such as teacher in-service, new staff orientation, community based school to work, GED and HSED coordination, Occupational and Speech Therapy services as well as online high school course credit completion.
- Played a key role as an administrative consultant for Clinicare Corporation.
- Creatively designed and modified the education environment to support and meet the mental health needs of youth with depression, developmental disabilities, autism spectrum, oppositional defiant disorder (ODD), reactive attachment, conduct, and personality disorders.

**EARLIER CAREER**

RESUMEDS, LOS ANGELES, CA

**Elementary Principal**

1989–1992

**EDUCATION**

CLARKE COLLEGE, DUBUQUE, IA | **Master of Arts in Educational Administration**  
 SAINT MARYS' COLLEGE, NOTRE DAME, IN | **Bachelor of Arts in Elementary Education**  
 MULTI-CATEGORICAL SPECIAL EDUCATION SERVICES | **Upper Iowa University, North Fayette, IA**

**LICENSES**

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION, CITY, STATE  
**51 Principal (Pre K-12)** Valid Until: [Month](#) 2016  
**45 Elementary Teacher** Valid Until: [Month](#) 2016  
**108 Kindergarten through Eighth Grade** Valid Until: [Month](#) 2016  
**21 Grades 6-12** Valid Until: [Month](#) 2016  
**830 Emotional Behavioral Disabilities** Valid Until: [Month](#) 2016

**CERTIFICATION**

UPPER IOWA UNIVERSITY, FAYETTE, IA  
**Year, Secondary Special Education Multicategorical Certification**

**PROFESSIONAL DEVELOPMENT**

2010, 2012	Wisconsin Association of Family & Children's Agencies (WAFCA) Executive Winter Retreat
2010	Intentional Interviewing Skills   Finance and Accounting for Non-Financial People
2009	Collaborative Problem Solving, Multisensory De-escalation, Life Space Crisis Intervention Alcohol & Other Drug Abuse Regulation Training, The Nurtured Heart Approach
2008	School Medication Administration Class   Creating Strength-State for Trauma Sensitive Care: Preventing the Need for Cohesive Interventions
2007	Management of Children and Adolescents with Emotional Behavior
2006	Juvenile Suicide Prevention
2005	Supervising for Safety
2003	Child and Dependent Adult Mandatory Reporter Training
2001	How to Supervise Staff in the Residential Program Verbal and Physical Crisis Management, Learning Styles: Attention Deficit Hyperactivity Disorder, Corrective Thinking, Workplace Harassment, Sexual, Physical, and Emotional Abuse, First Aid, Cardiopulmonary Resuscitation

**PROFESSIONAL AFFILIATION**

*Advisory Council Member*–Wisconsin Trauma Informed Care | *Member*– Trauma-Informed Care (TIC) Committee  
*Peer Review Volunteer*–Council on Accreditation