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EDUCATION

Columbia University Graduate School of Business
Institute for Not-for-Profit Management | Executive Education
Leadership Development Program 2000

MSW, Master of Science, June 1986
Columbia University School of Social Work, New York, New York

BASW, Bachelor of Arts in Social Work, June 1984
University of Pittsburgh, Pittsburgh, PA

PROFESSIONAL *and* ACADEMIC EXPERIENCE

The University of Akron – School of Social Work Akron, Ohio September 2008- Present

Field Coordinator and Assistant Professor

Field Instructor January 2013- May 2013

Assistant Professor August 2008-April 2014

Senior Instructor April 2014 – July 2016

Field Coordinator & Professor of Instruction July 2016 - Present

Field Coordinator

- Coordinate and optimize the field experiences of 170+ undergraduate and graduate level social work students | Integrate university learning management system
- Work closely with field instructors working from 200+ agencies, faculty, students, and the community to ensure optimal learning environments
- Print | oral ongoing field education status reports to faculty & staff
- Design & launch online field documents to support field experience; web-based agency roster; web-based field documents
- Create, manage, revise, and operationalize processes to ensure flawless integration of field experiences into the overall social work program

- Website Content Editor – Field Education
 - Strengthen web-based presence with current, relevant information to support the technological needs and schedules of students, field instructors, faculty, and the overall community
 - Update and manage an user- friendly field education web pages highlighting the urgency of immediate, relevant information with simplicity
 - Continuously update field documentation to match field requirements through integration of web-based field forms and electronic communication
- Update field processes to address student, university, and agency trends
- Facilitate and design blended learning field orientation sessions for both undergraduate and graduate students entering their field experiences to reflect current field trends & adult learning principles | Computer-assisted learning | Web-enhanced
- Facilitate undergraduate and graduate field instruction orientation sessions for social work practitioners new to field instruction
- Facilitate undergraduate and graduate field advisory meetings to ensure effective communication between the university and the social work community
- Recruit agencies to provide social work developmental opportunities
- Coordinate Affiliation Agreements
- Work closely with growing field team, due to expansion, to ensure consistent and quality field coordination to all field education students [*Akron main campus, UA Lakewood, and Wayne College*]
- Work closely with field team to identify campus field placements to support the university community needs for social work practice
 - Effectively built a cadre of departments including: Nursing, Law, Multi-Cultural Development/Adult Focus, Accessibility, Off-Campus Student Services, School of Social Work
- Coordinate field liaison matches between faculty, students, and field organizations
- Committee representation on undergraduate and graduate level self-study committees; active participation in university, college, and school committees
 - Effectively worked as a team to launch an annual college-wide orientation to address field efficacy and interdisciplinary practice -3 yrs.

Professor of Instructor July 2016 -Present

Assistant Professor/Senior Instructor 2008-2016

- Effectively and creatively teach assigned courses – *see below table*
- Identify & design courses which augment social work curriculum
 - Co-developer of Home-Based Practice Courses: Safety, Community, and Assessment
 - Designed & Developed Working with Challenging Clients

- Research and recommend textbooks to reflect changing needs of students and social work practice
 - Field Seminar Courses have advanced through various textbooks to address the current needs of students and the profession
 - Working with African American families
- Undergraduate Social Work Academic Advisor to successfully navigate students toward graduation and a social work career
- Effectively monitor the developmental opportunities in field placement when acting as a faculty liaison
- Conduct timely and relevant field visits to assigned students when principle faculty liaison
- Actively participate in service to the university, college, school, and community
 - Effectively led graduate student social work organization to launch the first social work pantry known as S.W.A.P. (Social Workers Assisting Peers) to address the personal care needs of social work students;
 - Effectively worked as a team to launch the concept of the pantry to university-wide status known as the zips assistance pantry;
- Deliver scholarly international, national, and state presentations
- Revise relevant courses to strengthen and produce well-rounded social workers
 - Converted Seminar courses to Hybrid courses
 - Lead instructor for Seminar courses
- Continuously identify scholarly writing opportunities to strengthen the evidence-based practice of social work, especially field education

Field Instructor

- Engaged social work students in weekly generalist practice individual supervision when sites that can provide social work students with developmental opportunities yet do not fit the social work criteria for a field instructor
- Effectively led graduate student intern to launch the first student development conference for the school of social work
- Effectively led graduate student intern to launch social work involvement in university-wide Disability Awareness Week resulting in developing manuscript on the role and implications of students with disabilities in field placements
- Actively facilitated ongoing contact with on-site task supervisors to monitor developmental opportunities and ensure skill-building and student success
- Conducted regular site visits as necessary to ensure student achievement and agency support

TEACHING *history*

<i>Courses Taught</i>	<i>Course #</i>	<i>Semester</i>
Human Behavior & Social Environment I <i>-online</i>	7750:427	Spring 2017
Working with Challenging Clients	7750:480	Spring 2016
Working with Challenging Clients	7750:693	Spring 2016
Home Visits: Safety	7750:480	Summer 2015
Home Visits: Safety	7750:693	Summer 2015
Home Visits: Effective Assessments	7750:480	Summer 2015
Home Visits: Effective Assessments	7750:693	Summer 2015
Field Experience Seminar I	7750:421	Summer 2014
Field Experience Seminar II	7750:422	Summer 2014
Field Experience Seminar I	7750:421	Fall 2013
Field Experience Seminar II	7750:422	Fall 2013
Field Experience Seminar I	7750:421	Summer 2013
Home Visits: Safety	7750:480	Summer 2013
Home Visits: Safety	7750:693	Summer 2013
Home Visits: Safety	7750: 480	Summer 2012
Home Visits: Community	7750: 480	Summer 2012
Home Visits: Effective Assessments	7750: 480	Summer 2012
Home Visits: Safety	7750: 693	Summer 2012
Home Visits: Community	7750: 693	Summer 2012
Home Visits: Effective Assessments	7750: 693	Summer 2012
Social Work Practice II	7750:402	Spring 2012
Intro Field Experience I	7750:421	Summer 2011
Field Experience Seminar II	7750:422	Summer 2011
Intro Field Experience I (two sections)	7750:421	Spring 2011
Intro Field Experience I	7750:421	Fall 2010
Field Experience Seminar II	7750:422	Fall 2010
Intro Field Experience I	7750:421	Summer 2010
Field Experience Seminar II	7750:422	Summer 2010
Intro Field Experience I	7750:421	Spring 2010
Field Experience Seminar II	7750:422	Spring 2010
Social Policy Analysis	7750:445	Spring 2010
Intro Field Experience I	7750:421	Fall 2009
Field Experience Seminar II	7750:422	Fall 2009
Social Work Practice I	7750:401	Spring 2009
Practice I Skills Lab	7750:405	Spring 2009
Field Experience Seminar II	7750:422	Fall 2008

SCHOLARLY PUBLICATIONS IN REFEREED ACADEMIC JOURNALS

Presentation Paper Published in the 2013 Conference Proceedings/ International Conference-Refereed

White, N., Spence, M., Thornton, M., and Thomas, B. It's What We Do: The Relationship and Student Success. 6th Annual Mentoring Conference: *Impact and Effectiveness of Developmental Relationships*, Albuquerque, NM October 29- November 1, 2013

Articles Published

Zhao, B., & **White, N.** (2015). Service learning for success--Three cases at the University of Akron. *International Journal for Innovation-Education and Research*, 3(5).

White, N., Morales, S. & Wright, D. (2014). Field Placements: Are our students with Disabilities the Pearls of the School of Social Work? *Field Educator*. 4(1) Retrieved from <http://fielddeducator.simmons.edu/>

White, N. (2013). Home Visiting in the Internship. *Field Educator*. 2(3) Retrieved from <http://fielddeducator.simmons.edu/>

White, N., Spence, M.A., and McCarragher, T. (2011). Field Placement Disruptions: The CIA Approach. *Field Educator*. 1(1) Retrieved from <http://fielddeducator.simmons.edu/article/field-placement-disruptions-the-cia-approach/#more-345>, <http://fielddeducator.simmons.edu/>

Proposal Reviewer

2017, March 2017 Annual Program Meeting (APM) CSWE Proposal Reviewer- Phase 1 Evaluation Process | Field Education *Reviewed 5 proposals*

2013, August Proposal Reviewer for 2014 Conference -The Association of Baccalaureate Social Work Program Directors, Inc. (BPD) *Reviewed 4 proposals*

SCHOLARLY PRESENTATIONS-Refereed

International

2016 33rd BPD Annual Conference. Promoting Excellent in Undergraduate Social Work through Education and Leadership

Co-Presenter: *Addressing Student Readiness for Field Education: A model of proactive advising*
Dallas, TX, April 2016

- 2015 61st Annual Program Meeting Social Work on the Frontiers of Change, Council on Social Work Education (CSWE)
Presenter/Presentation: *Web Accessibility: Safeguarding Schools of Social Work Websites*
Denver, CO, Oct 2015
- 2014 60th Annual Program Meeting Advancing Social Work Education, Council on Social Work Education (CSWE)
Tampa, FL, Oct 2014
Co-Presenter/Roundtable: *Increasing Field Education Scholarship: Are Tenure-Track Field Coordinators the Solution?*
Co-Presenter/Poster Presentation: *Social Work Development of Campus-Wide Pantry: Lessons Learned.*
- 2013 6th Annual Mentoring Conference: Impact and Effectiveness of Developmental Relationships
Albuquerque, NM, Nov 2013
Co-Presenter/Presentation: *It's What We Do: The Relationship and Student Success.*
- 2013 The Ninth International Interdisciplinary Conference on Clinical Supervision
Adelphi University
Garden City, New York June 2013
Co-Presenter/Presentation: *Cultivating the Development of the Professional Self When a Field Placement Disruption is Inevitable - Workshop*
- 2012 The Eighth International Interdisciplinary Conference on Clinical Supervision
Adelphi University
Garden City, New York June 2012
Co-Presenter/Presentation: *What Makes an Effective Faculty Liaison? : Perceptions of Students and Field Instructors - Workshop*
- 2012 29th Annual BPD Conference
Portland, Oregon March 2012
Sustaining Quality BSW Education in Difficult times – The Association of Baccalaureate Social Work Program Directors Conference Program
Co-Presenter/Presentation: *The Clarifying, Impact, and Affective (CIA) Approach to Field Placement Disruptions- Workshop*
- 2011 The Seventh International Interdisciplinary Conference on Clinical Supervision
Adelphi University
Garden City, New York June 2011
Co-Presenter/Presentation: *The Clarifying, Impact, and Affective (CIA) Approach to Reflective Supervision in Field Placement Disruptions- Workshop*
- 2010 The Sixth International Interdisciplinary Conference on Clinical Supervision
Adelphi University,
Garden City, New York June 2010

Co-Presenter/Presentation: *Collaboration Approaches to Clinical Supervision in Field Education- Roundtable Discussion- Co-Facilitator*

National- refereed

- 2014 NASW Ohio Chapter 2014 Conference: Identity, Belonging, Collaborating: Social Work's Role in an Increasing Diverse World **Columbus, Ohio** **Nov 2014**
Presenter/Presentation: *Diversity of Thought-A no-brainer for the social work field or is it? An intentional and uncomfortable conversation-Workshop.*
- 2013 Wake Up To Social Work: NASW OHIO Chapter Professional Development Series
Columbus, Ohio **June 2013**
Presenter: The S.W.A.P. (Social Workers Appreciating Peers) Pantry: Teaching Service Within to Practice Service Out- *Webinar*
- 2013 THE INAUGURAL Building Healthy Academic Communities National Summit
Columbus, Ohio **April 2013**
Collaborative Poster Presentation: *Students Helping Students: the Impact of Social Work on Student Wellness- Poster Presentation*
- 2011 NASW Ohio Chapter Annual State Conference: Leadership with Vision
Columbus, Ohio **December 2011**
Co-Presenter/Presentation: *Social Work Ethics in Interdisciplinary Settings- Workshop*
- 2010 NASW Ohio Chapter Annual State Conference: A Focus on Values, Ethics, and Principles
Columbus, Ohio **October 2010**
Co-Presenter/Presentation: *The Perfect Storm for the continuing development of social work values, ethics, and principles- Workshop*
- 2010 NASW Ohio Chapter Annual State Conference: A Focus on Values, Ethics, and Principles
Columbus, Ohio **October 2010**
Co- Presenter/Presentation: *Social Work Supervision-Workshop*
- 2009 NASW Ohio Chapter Annual State Conference: A Focus on Values, Ethics, and Principles
Columbus, Ohio **October 2009**
Co-Presenter/Presentation: *The Council on Social Work Education Revised Standards for Field Education: Implications for Field Instructors- Workshop*

Regional

- 2015 The University of Akron-- Rethinking Race Face 2 Face Conversations
Akron, OH, February 2015
Presenter - Diversity of Thought - Presentation
- 2013 Summit County Elder Abuse Prevention Coalition – 16th Annual Elder Abuse
Prevention Conference **Akron, Ohio September 2013**
Co-Presenter – Worker Safety- Workshop- -Invited
- 2013 The University of Akron – New Roo Weekend **Akron, Ohio August 2013**
Presenter – Life in the Classroom - Invited
- 2013 Sixth Annual BLACK MALE SUMMIT **Akron, Ohio April 2013**
Presenter – Does the Classroom Need to be a War Zone? Learning the Rules –
Spoken and Unspoken to Cultivate a Learning Environment that Works -
Workshop
- 2013 Akron Summit Community Action, Inc. (ASCA) **Akron, Ohio March 2013**
Presenter- Magnifying Glass look into Stress and Crisis – Presentation- Invited
- 2013 The University of Akron - Rethinking RACE Face 2 Face Conversations
Akron, Ohio February 2013
Presenter – Two workshops -African-Americans in the Classroom:
Two Workshops
Are There Unspoken Rules toward Academic Success?
Race and Christianity: Are they mutually exclusive?
- 2012 Student Voted Faculty Speaker for Joint MSW Graduation Ceremony
Presenter- Inspirational Speech Cleveland, Ohio May 2012
Presentation- Invited
- 2012 The University of Akron -Diversity Week Akron, Ohio **September 2012**
Presenter – Movie Screening: A Day without a Mexican
School Lead - Organized five presentations on Diversity on behalf of School of
Social Work to support university community
- 2012 Community Support Services (CSS) **Akron, Ohio September 2012**

Co-Presenter - Roving Eyes in the Workplace...Ethical? Let's See. Celebration Recovery- *Workshop*- **Invited**

2011 Community Support Services (CSS) **Akron, Ohio** **September 2011**
Co-Presenter - Ethics in the Workplace: Everyday, Everywhere, Even Around the Coffee Station- *Workshop*- **Invited**

2011 Summit County Elder Abuse Prevention Coalition-Conference on Elder Abuse Prevention: *Here Come the Baby Boomers: Sex, Drugs and Rock 'n Roll*
Akron, Ohio **September 2011**
Co-Keynote Presenter- Who are the Baby Boomers and Why do I Care? Far Out Man- *Presentation*- **Invited**

SERVICE

UNIVERSITY

2016- Present Member | Distance Learning Review Committee (DLRC) | Faculty Senate Sub-Committee

2015- Present Member | University Hearing Board

2013- Present Member | Accessibility Committee- Faculty Senate Sub-Committee

2014 Member | Springboard Faculty Steering Committee

2013-2014 Member | Ad Hoc Committee Faculty Senate CRC-Online

2012-2014 Member | Victim Assistance Committee

2012-13 Member | Planning Committee -Rethinking Race Conversation Series

2012 Member | Planning Committee – Diversity Week

2012 Member | Higher Learning Commission (HLC) Self-Study Criterion Three (Writing Team) Committee – March 2012 - August 2012

2008-Present Volunteer | Commencement Ceremonies – Assistant Marshall

COLLEGE

2014-Present Member | By-laws Committee

2010- 14 Member| Presenter - Planning Committee - College-wide Orientation Committee

2010-11 Member | Planning Committee- Student Appreciation Day

2010-11 Member | Professional Practice and Community Engagement Committee

2010 Participant | Hearts for Humanity 5th Annual Fundraiser

2008-2010 Volunteer | Student Appreciation Day

SCHOOL

2016- Present – Chair | Field Education Committee- Undergraduate & Graduate

2016-Present – Member| Competency-based Education | Ad hoc Committee

2016- Present – Member | Technology Committee

2012-Present-Member | BASW/BSW Curriculum Committee

2012-2016- Member | Development Committee

2012 Member | Search Committee- [Assistant Director] -Career Center
 2012 Member | Faculty Search Committee – [Assistant Professor] –
 School of Social Work
 2012 Chair | Director Review Committee-[School Director] School of Social Work
 2012 Spring Support Advisor | Master of Social Work Student Association (MSWSA)
 2011 Fall Acting Advisor | Master of Social Work Student Association (MSWSA)
 2011-Present Joint Chair | MSW Library and Technology Committee
 2012-Present Associate Chair | MSW Field Education Committee
 2008-11 Chair | MSW Field Education Committee
 2011 Joint Chair | MSW Curriculum
 2010- 12 Member | MSW Strategic Planning Committee-Sub Committee
 2010- Present Member | MSW Strategic Planning Committee
 2008-11 Member | MSW Self Study Committee
 2011-2016 Associate Lead-MSW Field Education Committee
 2008-Present Chair | BASW/BSW Field Advisory Committee
 2008- Present Chair | BASW/BSW Field Education Committee
 2008- Present Chair | MSW Field Advisory Committee
 2008-09 Member | MSW Academic Performance Committee
 2008-2016 Member | MSW Admissions Committee

COMMUNITY AND PROFESSIONAL SERVICE

Regional

2017 **Girls Academy | CKIDZ**
 Panelist- Invited | Inspire students from Hyre Middle School
 February 2017 **Akron, Ohio**

2015-16 **National Association of Social Workers- Ohio Chapter**
 Board member- Treasurer **Columbus, Ohio**

2014-15 **UA Martin Luther King Jr. Day Activities Fair** –accompanied by undergraduate
 social work student organization – SSWL (Student Social Work League) provided
 participating groups and the university with overall support.
*This is an annual event sponsored by the University of Akron. 25+ student and
 community organizations provide activities for area students in grades K-12 that
 encourage nonviolence, civic responsibility, respect for differences and the
 importance of education.*
 January 2014 **Akron, Ohio**

2013 Face Painting for Project GRAD Akron’s **9th Annual Snacks and Educational Fun
 with Santa**- First year accompanied by undergraduate and graduate students
 form the social work student organizations SSWL & MSWSA (*Student Social
 Work League & Master Social Work Student Association*)-

A community event to provide relevant support in a recreational environment for children and their families.

The mission of Project GRAD is to ensure a quality public school education for all at risk children in economically disadvantaged communities so that high school graduation rates increase and graduates are closing the achievement gap prepared to enter and be successful in college.

December 2013

Akron, Ohio

2013 **Scholarship Friday-Invitation to Excellence** Honors College- The University of Akron

Interviewer – *Invitation Only* based on high academic standards of the high school and continuing UA applicant

Interviewed several students alongside 156 professionals (faculty, contract professionals, staff, and alumni) requiring 400 interviews

November 2013

Akron, Ohio

2013 **Potential Dangers and Protective Measures: Safety for Elders and Staff**
Conference sponsored by Summit County Elder Abuse Prevention Coalition
Workers' Safety- Panel Presenter with Summit County Sheriff's Office
September 2013

Akron, Ohio

2013 **Healthy, Wealthy, and Wise Summer Institute**
Collaborated with Project GRAD Akron to submit a proposal to Akron Community Foundation/Women's Endowment Fund to sponsor a collaborative one week summer internship program for high school female students at Buchtel Learning Community Center Project Funded for \$14,000 - UA School of Social Work accepted In-Kind only
Lead University Coordinator
June 2013

Akron, Ohio

2013 **Presentation for First Things First Family Support Work Group**- an early childhood development project – Personal Safety in the Workplace in the Field
Co-presenter: Safety is a Personal Decision with Professional Implications and Verbal De-escalation is a heart condition!
April 2013

Akron, Ohio

2013 Face Painting for **Project RISE Spring Celebration for Homeless families**
April 2013

Akron, Ohio

2013 Presentation for **Akron Summit Community Action, Inc. (ASCA)**
Presenter: Magnifying Glass look into Stress and Crisis
March 2013

Akron, Ohio

2012	CEU Workshop for Community Support Services (CSS) Co-Presenter: <i>Roving Eyes in the Workplace...Ethical? Let's See.</i> September 2012	Akron, Ohio
2012	Face Painting for Project GRAD Akron's 8th Annual Snacks and Educational Fun with Santa – <i>A community event to provide relevant support in a recreational environment for children and their families.</i> <i>The mission of Project GRAD is to ensure a quality public school education for all at risk children in economically disadvantaged communities so that high school graduation rates increase and graduates are closing the achievement gap prepared to enter and be successful in college.</i> December 2012	Akron, Ohio
2011	CEU Workshop for Community Support Services (CSS) Co-Presenter: <i>Ethics in the Workplace: Everyday, Everywhere, Even Around the Coffee Station.</i> September 2011	Akron, Ohio
2012-Present	Annual School of Social Work Awards Dinner March/April	Akron, Ohio
2012	Women in Higher Education Luncheon	Akron, Ohio
2011	Healthy, Wealthy, and Wise Summer Institute Collaborated with Project GRAD Akron to submit a proposal to Minority Behavioral Health to sponsor a collaborative two week summer internship program for high school students at Buchtel Learning Community Center Project Funded - UA School of Social Work accepted primarily In-Kind only Lead University Coordinator June 2011	Akron, Ohio
2011	Conference on Elder Abuse Prevention: Here Come the Baby Boomers: Sex, Drugs and Rock 'n Roll Co-Keynote Presenter September 2011	Akron, Ohio
2009-11	Family Development Training/CAWM Training Co-Trainer	Akron, Ohio
2009-10	Akron READS- Volunteer	Akron, Ohio
2009	Victim Assistance Program – Mardi Gras Celebration	Akron, Ohio

2008- Present Five State Field Education Consortium
Member

Cleveland, Ohio

AWARDS and CERTIFICATES

2016	Certificate	Independent Applying the QM Rubric (APPQMR): Statewide Systems	April 2016
2012	Certificate	Applying the Quality Matters Rubric (APPQMR)	June 2012
2011	Certificate	Quality Matters in Online Course Design	March 2011
2011	Certificate	Collaborative Venture: <i>Healthy, Wealthy, and Wise Summer Institute</i> Project GRAD Akron and The University of Akron's School of Social Work	June 2011
2011	Award	Akron READS A <i>Community Tutoring Partnership</i> Public Schools Volunteer Award	May 2011
2010	Award	The University of Akron Greek Alumni Society and Office of Greek Life Programs	April 2010
2009	Award	Project GRAD Akron – Third Annual Achieving Dreams Celebration	May 2009

LIFELONG LEARNER OPPORTUNITIES

2017	Webinar	Bring Creativity & Coding to the Classroom	April
2017	Webinar	Using Social Media without Violating FERPA	March
2017	Webinar	Section 508 Refresh: Now what? web accessibility	February

PROFESSIONAL ASSOCIATIONS

Member in Good Standing - Council on Social Work Education (CSWE)

Member in Good Standing - National Association of Social Workers (NASW)

Member in Good Standing- The Association of Baccalaureate Social Work Program
(BPD)

Member in Good Standing - Association for Educational Communications & Technology (AECT)

PROFESSIONAL and ACADEMIC EXPERIENCE *cont'd*

Cuyahoga Community College – Eastern Campus Highland Hills, Ohio

November 2006-August 2008

Program Coordinator II

2006-2008

Adjunct Professor

2006-2008

Adjunct Professor – Department of Sociology

Taught one course (two sections) of undergraduate course in sociology; one of two courses taught via distance learning

Program Coordinator II

Web-site Oversight & Content Editor

Primary writer for two separate department web-sites

1. Created pages to support department programs/projects
2. Edited and Updated pages
3. Wrote for the Web for both internal and external customers

List-Serve Oversight

Over 3,000 subscribers to two education and community lists: higher education and K-12

1. Wrote and electronically distributed program and skill-building information
2. Liaison/troubleshooter between list serve operator and department

Environmental Education Management

Environmental Education – the Earth Awareness Traveling Classroom – 22' in diameter Earth Balloon provides K-12, higher education and the community with an interactive educational experience

1. Recruited and trained earth balloon consultants
2. Marketed to internal and external customers
3. Provided educational presentations
4. Created and managed program budgets
5. Ensured curricula supported Ohio K-12 Academic Content Standards: Social Studies; English Language Arts; Science; and Mathematics
6. Created operations to standardize processes
7. Scheduled statewide earth balloon professional presentations

Professional Development Training Oversight

Educational trainings designed for educators, social workers, counselors, and youth serving professionals with information and skill-building activities related to the bullying legislations House Hill 276 and other Safe School related policies in Ohio

1. Marketed to internal and external customers via electronic and traditional distribution
2. Troubleshoot program challenges
3. Manage attendance through centralized college registration system
4. Internal liaison to support course delivery: schedule space; obtain course requisition numbers; obtain continuing education credits; manage duplication of handouts; prepare attendance sheets, evaluations, developmental resources; prepare marketing signage; effective communication with team members to support budget and instructor needs as well as ongoing dialogue with external team and instructors

Special Projects Oversight

Provided ongoing, as needed, oversight to short-term and long-term projects: fiscal support; create program/brochure; obtain space; course requisition numbers; continuing education credits; duplication of handouts; attendance sheet; evaluations; add developmental resources; signage; ongoing contact with internal and external team and instructors with budget clarity and instructor support.

- 2007 and 2008 - Conference -International Conflict Resolution Education Conference
- 2007 Conference - Veterans' and their Families;
- 2008 Conference – Working with Military Kids;
- 2008 Conference – Improving Academics: Addressing Poverty, Disabilities and Diversity in the Classroom
- 2008 Conference – Tri-C 14th Annual Diversity Celebration

General Administrative Oversight

1. Created documents to improve efficiency and communication
 - a. Meeting report back forms
 - b. Procedures for opening/closing courses
 - c. Monthly program updates
 - d. Customer feedback surveys
2. Provided monthly program reports
3. Attended and participated in community meetings
4. Provided oversight to office assistant and work-study students on project specific tasks
5. Developed and implemented strategic program/project specific work plans
6. Sustained and developed working relationships with internal and external customers
7. Assisted in developing and implementing marketing strategies
8. Researched and provided purchase recommendations for office and library equipment to increase work efficiency and increase visibility of departmental resources
9. Provided general support to the director and other team members as needed

Council of Family and Child Caring Agencies (COFCCA)

**New York, New York
January 1999-2006**

Program Director

Field Instructor – Columbia University School of Social Work (September 2001-June 2002)

- Responsible for the development of staff development products for over 120 child welfare agencies: including curricula, job aids, and user manuals
- Interviewed, hired, developed, and supervised 40+ consultants
- Responsible for ensuring the creation, balancing and monitoring of multiple budgets (quarter of million dollar+ contracts); including the coordination and implementation of special grants
- Disseminated timely oral and written reports to sponsors and partners
- Created and marketed staff development calendars for employees that will have long-term benefits for individuals/organization

- Worked closely with local and state government: New York City’s Administration for Children Services and NYS Office of Children Services to enhance core competencies of caseworkers, supervisors, and administrators
- Worked closely with child welfare agencies to assess the complex interplay of societal factors on ‘best practices’ and develop strategic, strength-based approaches when working with children and their families
- Chaired various committees with local universities and colleges to create standards for best practices for caseworkers and create courses that further professional development when working with children, adolescents, and their families
- Worked closely with New York State Office of Children and Family Services, Hunter College School of Social Work/Adolescent Services and Provider Agencies to sponsor a skills-building training conference for direct care professionals

Hunter College of the City University of New York New York, NY January 2005-2006

Adjunct Faculty – School of Social Work

Taught three semesters of three graduate distance learning courses: Human Behavior in the Social Environment, Social Welfare Policy, and Programs, and Social Policy: Child Welfare

Lehman College of the City University of New York Bronx, NY August 2003-April 2006

Adjunct Faculty – School of Social Work

Taught six semesters of three undergraduate courses: Social Welfare Institutions, Introduction to Social Work, and Social Work Practice I

New York University –Silver School of Social Welfare January 2005-2006

Adjunct Faculty – School of Social Welfare

Taught one semester of graduate course in Social Welfare Programs and Policies I

**The Center for Development of Human Services
SUNY Research Foundation, Buffalo State College New York, NY**

October 1995-December 1999

Senior Trainer/Team Leader

- Delivered stand-up training incorporating various adult learning theories and multi-media. Delivered structured learning experiences and managed group discussions and group processes.
- Developed instructional material including curricula, job aids, and user manuals
- Delivered technical training on SACWIS (Statewide Automated Child Welfare Information System), “Connections” to over 2,000 users
- Readied test plans and scripts to determine efficiency and readability of database program. Provide on-site technical assistance to clients.
- Determined the reason for performance discrepancies and its impact on course evaluation by analyzing the ideal and actual performance requirements of workers

- Participated in strengthening the relationship between training and practice via the Buffalo State College Relations Partnership

Bronx Perinatal Consortium, Inc. Healthy Start Program **Bronx, NY 1993-1995**
 Program Coordinator/Planner

- Identified and developed community-based systems approach to reducing infant mortality in one of five federally targeted areas: South Bronx- Mott Haven Community
- Worked closely with 30+ community-based organizations to strengthen their infrastructure with federal financing, technical assistance, and resource allocation
- Worked with this urban community and the Department of Agriculture to create and maintain a Community Farmers Market in what was once considered an urban blight area
- Supervised and developed community organizers; ensured accurate and timely federal reporting
- Conducted workshops that improved the health and well-being of women, infants, children, and their families
- Participated and presented at national meetings on the impact of federal dollars to reduce infant mortality in New York city

South Bronx Human Development Organizations, Inc.
 Independent Living Resource Center **Bronx, NY** **1992-1993**
Program Manager

Miracle Makers, Inc. **Brooklyn, NY** **1991-1992**
Acting Director of Training

The Child Welfare Training Program
 SUNY Stony brook, School of Social Welfare **Stony brook, NY** **1989-1991**
Educational Specialist

Montefiore Medical Center
 Spofford Juvenile Justice Center – Mental Health Clinic **Bronx, NY** **1988-1989**
Mental Health Specialist

Harlem Dowling Westside Center for
 Children and Family Services **New York, NY** **1987-1988**
Child Welfare Prevention Worker

SCAN – NY (*Supportive Child Advocacy and Network formerly known as Suspected Child Abuse and Neglect*)
Bronx, NY **1986-1987**

*Child Welfare Prevention Worker and
 Medical Program Social Worker*

