

Professional Profile

An accomplished and caring professional with diverse experience in disaster preparedness, response and recovery, human resources, operations, grant writing and non-profit management. An inspirational leader with proven experience turning problem areas into successful, profitable, compliant entities. A skilled educator adept at creating and presenting relevant and meaningful material to affect positive personal and professional growth. An exceptional collaborator and communicator with experience partnering with governmental entities and service providers. A strategic partner with a knack for balancing the "big picture" with the smallest of operational details. A flexible team player with the proven talent to assume new responsibilities and adapt a strong skill set to benefit new opportunities. A strong and dynamic leader with the ability to maximize staff potential and the vision to organize people and processes to streamline operations.

Professional Experience:

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| Professional Consultant | Various Locations in NJ and PA | 2004 – present |
| Delivered human resources, technical, operational, creative, management, human services, quality control and marketing services and support to non-profit organizations and small businesses in the Greater Philadelphia area. | | |
| Disaster Recovery and Resiliency Coordinator | NJVOAD (through NJ 2-1-1), Lawrenceville, NJ | 2013 – present |
| Coordinate services and foster collaboration among non-profit organizations active in disaster while establishing and strengthening systems and structures to improve disaster preparedness planning and execution. Manage a statewide VISTA project to build capacity and increase resources among recovery and preparedness organizations. Identify and establish best practices for preparedness, response and recovery and build partnerships and systems for sharing resources. | | |
| Independent Contractor | Devereux Foundation, West Deptford, NJ | 2011 - 2013 |
| Professional caretaker and advocate for emotionally disturbed and intellectually disabled adolescent males in a treatment home environment. Developed and implemented behavior modification systems, coordinated educational, medical and support services, and maintained positive, proactive communication with parents, schools, and State of New Jersey. | | |
| State Director of Human Resources | Devereux Foundation, West Deptford, NJ | 2008 - 2011 |
| Provided leadership to an expanding non-profit behavioral health, educational and human services organization. Retained and engaged more than 500 employees working in residential, educational and office environments throughout New Jersey. Created policies and systems to meet and exceed licensing requirements for the Division of Developmental Disabilities, Department of Children and Families and Department of Education. | | |
| Director of Human Resources | Benefit Consultants Group, Inc., Delran, NJ | 2007 – 2008 |
| Collaborated with the executive team to ensure business decisions were consistent with the mission of this family-owned, multi-state, financial services provider. | | |
| Human Resources Manager | House of Blues, Atlantic City, NJ | 2005 - 2007 |
| Partnered with the management team and corporate offices in first opening, then actively contributing to the growth and operation of this multi-faceted entertainment complex. | | |
| Director of Corporate Operations & HR | CAADC, Inc., Media, PA | 1999 - 2005 |
| Partnered with the management team to direct future growth and affect positive change in this leading social services organization. Assumed operational responsibilities over multi-family housing (low income and tax credit), maintenance, and weatherization programs, turning these areas into profit centers. | | |
| Director of Human Resources and Volunteers | ActionAIDS, Philadelphia, PA | 1993 - 1999 |
| Established the human resources department, which included the development of internal systems, policies, procedures and employee benefits plans. Managed more than 500 volunteers and envisioned and implemented a vocational program for people living with AIDS or HIV to re-enter the workforce. | | |

Professional Accomplishments:

- ◆ Established NJVOAD (New Jersey Voluntary Organizations Active in Disaster) as a 501(c)(3) non-profit organization including expedited Form 1023 filing, development and implementation of a business and strategic plan, board development, establishment of financial and operational systems, and cultivating corporate and foundation funding.
- ◆ Created and managed HELPNJNOW.ORG, a web-based solution designed to address deficiencies in public preparedness messaging and management of post-disaster donations and volunteers.
- ◆ Authored and successfully managed grant funds in excess of one million dollars from federal government, private corporations and private foundations.
- ◆ Developed innovative tools to bridge the communication and work culture gaps between corporate and satellite locations in three multi-site non-profit organizations.
- ◆ Created an in-house “university” offering technical training, leadership growth and professional development funded in part by a NJ Department of Labor grant.
- ◆ Assumed leadership of a struggling tax credit housing operation facing significant non-compliance and financial shortcomings and transformed the division into a profitable, model program within one year.
- ◆ Implemented a flexible work environment providing opportunities for telecommuting and flex scheduling resulting in increased employee efficiency and improved morale.
- ◆ Established an organizational human resources presence from the “ground up” in two distinct organizations including creation of the policy manual, performance management system, employee benefit plan, compensation plan, recruitment program, HRIS, and other systems.
- ◆ Engineered corporate cultural changes through staff development, education and communication building, and implementation of a staff-authored code of professional ethics.
- ◆ Designed and executed incentive programs to reward safe work practices, resulting in a 65% reduction in workplace injuries.
- ◆ Executed teaching strategies, problem solving, behavior modification and modeling to reduce targeted problem behaviors in emotionally disturbed and intellectually disabled youth, resulting in an 85% reduction in the occurrence of these behaviors.

Education:	<i>MBA Studies</i>	Rutgers University
	<i>Human Resources Certification</i>	Villanova University
	<i>Bachelor of Arts</i>	Ithaca College
Community Activities:	Board of Trustees, Affordable Homes Group	2015 - present
	Volunteer, TLC of South Jersey (Special Olympics)	2015 - present
	Christian Education Coordinator, First Presbyterian Church	2013 - 2015
	Elder / Sunday School Teacher, Collingswood Presbyterian Church	2008 - 2013
	Youth Leader / Deacon, Media Presbyterian Church	1998 – 2004

References available upon request.