

Summary of Qualifications:

- Seasoned administrator in both business and academic environments with expertise encompassing program development; staff recruitment, orientation, training, and evaluation; office management; budget preparation; grant writing; and public relations.
- Solid teaching and training background.
- Strong communication, negotiation, organization, and problem-solving skills.
- Demonstrated capability managing simultaneous projects and successfully meeting deadlines.
- Active leadership in a variety of community organizations.

Employment Highlights:

EDUCATIONAL ADMINISTRATOR • Public Schools • Boston, MA (7 years)

- Established initial guidelines, budgets, and staffing for the local implementation of a federally-sponsored public education program.
- Wrote and submitted proposals and amendments to obtain federal and state grants.
- Recruited, trained, supervised, and evaluated staffs.
- Promoted programs within the community through the preparation and dissemination of information.

OFFICE MANAGER • KLI Insurance Agency Inc. • Boston, MA (1 year)

- Managed administrative operations of a full-service insurance firm including accounts receivable, accounts payable, correspondence, and customer service.
- Utilized word processing and accounting software packages on PC.

PERSONNEL RECRUITER • JVF Electronic Systems • Boston, MA (2 years)

- Recruited, hired, trained, and internally placed all non-technical staff.
- Provided orientation for exempt and non-exempt employees.
- Established and implemented a technical typing/secretarial training program.

Education/Training:

MASTER OF ARTS IN PSYCHOLOGY • NBH University • Boston, MA

BACHELOR OF SCIENCE IN PSYCHOLOGY • LKN College • Boston, MA

Related Activities:

BOARD OF DIRECTORS • Boston Council of Social Concern (3 years)
Executive, Personnel, and By-Law Committees.

BOARD OF DIRECTORS • Boston Citizen Advisory Board (3 years)
Selection Committee.

CAMPAIGN MANAGER • Boston Board of Selectmen Candidates (2 years)

