

## Education/Credentials

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**California Commission on Teacher Credentialing- Sacramento, CA**

Pupil Personnel Services Credential, April 2006

**California State University at Long Beach - Long Beach, CA**

Master of Social Work, August 2004

**California State University at Long Beach -Long Beach, CA**

Bachelor of Arts – Psychology, May 1995

## Special Skills

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- Excellent Trainer/Facilitator
- Proficient in Excel, Word, Outlook, and Power Point programs
- Excellent oral and written communication skills
- State Certified Rape Crisis Counselor

## Affiliations/Memberships

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- North American Association of Christians in Social Work (NACSW)

## Professional Presentations

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- June 2009, Peer review round table discussion: Spirituality, Culture, Race and Ethnicity, Southern California Conference on Spirituality and Social Work

## Experience

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**California State University Long Beach, School of Social Work      08/13-Present**

**Field Faculty/Lecturer**

- Teach integrative field seminar and practicum courses for Bachelor and Masters level students
- Co-facilitate Field Instructor Orientation/Training
- Participate in the planning and execution of all field labs and orientations
- Participate on Syllabus review committee to ensure infusion of competency based practice behaviors throughout curriculum
- Create, develop and track new internship opportunities for BASW and MSW students
- Support Director of Field Education with Older Adult Concentration
- Review Admission Files and serve as academic advisor to students

**California State University Dominguez Hills, Department of Social Work**  
**Accelerated Program Coordinator/Lecturer** **8/09-7/13**

- Teach foundation and advanced year practice courses as well as integrative field seminar
- Oversee scheduling, registration, and assist with faculty recruitment and assignment for specialized format of the MSW program through the office of Extended Education
- Coordinate New Student Orientation
- Provide community based field instruction to two MSW interns within Leaders Involved in Creating Change (LINC) foster youth support program

**Assistant Director of Field Education/Lecturer** **8/08-8/12**

- Teach community practice courses and integrative field seminar courses
- Create, develop and track new internship opportunities for MSW students
- Conduct placement interviews for both incoming and ongoing students to ensure optimal student matching
- Coordinate special events including: annual Field Instructor Orientation/Training and Field Faculty Appreciation event
- Work in conjunction with Director of Field Education to establish relationships in the community and provide effective learning opportunities for both the organization and students
- Support Director of Field Education in resolving student conduct/performance issues as it relates to successful internship completion

**Director of Admissions & Student Services/Lecturer** **8/07-8/12**

- Teach community practice courses and integrative field seminar courses
- Provide community based field instruction to two MSW interns with the Sexual Assault Crisis Agency
- Direct and oversee all aspects of admissions from recruitment to enrollment
- Provide academic and professional advisement to current and prospective students
- Manage MSW web page and other print media for the department
- Conduct all MSW program outreach activities and program presentations
- Coordinate and conduct annual New Student Orientation & monthly Information Sessions
- Create, revise, and recommend admission and student services policies and procedures
- Attend Graduate School fairs in an effort to recruit prospective MSW students
- Chair Admissions & Student Services Committees

**Sexual Assault Crisis Agency** **9/06-5/07**

**Director of Counseling Services**

- Provide individual and group counseling to survivors of sexual assault and their families
- Supervise MSW student interns providing crisis intervention counseling to survivors of sexual assault
- Develop and revise policies and procedures in accordance with agency requirements and funding guidelines
- Organize and co-facilitate bi-weekly multi-disciplinary intern team meetings

- Develop and implement tools to evaluate and improve counseling services, including increasing efficacy of services to underserved populations
- Participate in evaluating, revising, and providing Volunteer Advocate Certification training

**Jordan High School, Los Angeles Unified School District** **10-04-6/05**  
**Healthy Start Coordinator**

- Provide individual short-term therapy and crisis counseling to high school students.
- Supervise Campus Parent Center
- Organize Community Town Hall Meetings to facilitate community-school partnerships
- Coordinate Resource Coordinating Teams to maximize resource delivery school-wide
- Coordinate and facilitate Student Study Teams
- Provide comprehensive case management to 25 at risk families

**Menlo Elementary & Walton Middle Schools** **5/04-8/04**  
**Student Intern**

- Provided individual short-term therapy and crisis counseling to both elementary and middle school populations
- Created and facilitated a psycho-educational group for middle school students
- Created and coordinated career day for elementary school
- Created and distributed school-wide resource guide to all parents and school personnel

**Sexual Assault Crisis Agency (SACA)** **5/03- 8/03**  
**Student Intern**

- Provided short-term therapy and crisis counseling to more than 20 survivors of sexual assault
- Provided support and advocacy to clients and their families through family counseling, education and referrals
- Served on the agency's crisis hotline as a crisis counselor
- Co-facilitated adult Sexual Assault Survivors group

**Crystal Stairs Incorporated (CSI), Los Angeles, CA** **8/99 – 10/04**  
**Technical Course Designer** **1/03 – 10/04**

- Designed customized training modules for all CSI programs to maximize learning and retention
- Coordinated the communication and implementation of new policies and procedures to ensure contract compliance for all CSI child care subsidy programs
- Created assessment tools to identify specific training needs for various departments
- Conducted job specific training to maximize efficiency and quality agency-wide

### **CalWORKs Training Supervisor**

**3/01 - 12/02**

- Developed and implemented the training curriculum for the entire CalWORKs Stage 1 department
- Help create and edit the CalWORKs Stage 1 Training Manual used to train agency staff
- Responsible for the training, mentoring, and professional development of the CalWORKs Stage 1 department comprised of more than 70 employees
- Facilitated training around company's vision, goals, and program requirements
- Coordinated external training efforts to ensure the professional development of program staff
- Supervised Quality Assurance unit: monitored and analyzed valuable data linked to contract compliance
- Provided program specific training to more than 400 parents and providers

### **CalWORKs Program Specialist**

**8/99 - 3/01**

- Provided quality case management to over 300 families transitioning from Welfare to Work
- Served as advocate for Domestic Violence clients referred to the CalWORKs program
- Provided technical assistance to parents and providers

### **City of Long Beach, Center for Families and Youth**

**7/98-7/99**

#### **California Safe and Healthy Families, Lead Case Manager**

- Taught in home skills building for 25 at-risk families weekly
- Participated in weekly multidisciplinary team meetings to guide and create individual service plans
- Assisted with parenting classes to ensure quality parental development

### **United Health Resources**

**11/97-5/98**

#### **Community Liaison Representative**

- Completed outreach community efforts to enroll chronically mentally ill adults in a partial hospitalization program
- Completed psychosocial intakes concerning adults with mental illness and their involvement in an intense therapeutic partial hospitalization program
- Facilitated activity groups and documented patient participation

### **Southern California Youth and Family Center**

**7/95-11/97**

#### **Case Manager/Senior Case Manager**

- Supervised 10 case managers
- Trained new employees in order to maximize effective implementation of clinical and technical standards
- Audited client case files to ensure compliance of Adolescent Family Life Program and Cal-Learn
- Performed weekly home visits to pregnant and parenting teens in order to assess clients' needs and create individual treatment plans