

SUMMARY

Dedicated and enthusiastic academic professional with exceptional teaching, organizational, communication and leadership skills. Devoted student advocate with ten years experience working directly with students both formally in the classroom and informally as an academic advisor. Creative self-starter with proven success transforming ideas into action and executing projects on behalf of students, as well as guiding students as leaders. Demonstrated experience in supervisory positions. Established ability to manage revenue and expense budgets for various non-profit institutions including CSUN's Women's Research and Resource Center and Wilshire Boulevard Temple's Center for Learning & Engagement. Wrote and awarded \$4.1 million in grant money.

PROFESSIONAL EXPERIENCE

Director

CSUN Women's Research and Resource Center, Northridge, CA 2009-Present

- Oversee operation of Center including organization of student volunteers and campus-wide calendar of events.
- Advise students on both personal and academic matters.
- Maintain relationships with various academic departments, clubs and organizations on campus.
- Manage both Associated Student budget and Foundation account budget.
- Serve as Faculty Advisor for The F Word student group.
- Collaborate with faculty to facilitate community service opportunities for students.
- Work directly with students to encourage campus involvement.
- Create alternative educational learning experiences.

Director of Operations

Wilshire Boulevard Temple's Center for Learning & Engagement, Los Angeles, CA 2007-2011

- Maintain mass communication with school stakeholders.
- Oversee revenue and expense budget.
- Create and manage faculty contracts.
- Collaborate with director and educators to create inaugural online class.
- Update website.
- Organize daily operations of school office.
- Conduct workshops for teen groups on relevant social issues.

Coordinator

CSUN Phenomenal Woman Award Ceremony and Fundraiser, Northridge, CA 2008, 2010, 2012

- Served as point person for subcommittees.
- Maintained event attendance responses.
- Helped manage event revenue and expenses.
- Created event program.
- Chaired silent auction committee: secured silent auction items, created silent auction signage, organized silent auction documentation for donors, and built and managed online auction site.
- Completed agendas and minutes for all planning meetings.
- Arranged printing of invitations.

Case Manager/Project Coordinator/Development

Institute for Multicultural Counseling & Education Services, Los Angeles, CA 2005-2007

- Coordinated CalWORKs Domestic Violence Program.
- Managed cases of women experiencing or coming out of abusive relationships.
- Wrote and awarded County and State grants.
- Assisted Executive Director.

Tutor Coordinator & Writing Tutor

Los Angeles Valley College Writing Center, Valley Glen, CA

2002-2005

- Supervised student tutors.
- Conducted direct one-to-one writing tutoring with students.
- Created and conducted group workshops related to reading, writing, study skills, time management and computer skills.
- Created self-instructional writing handouts for students to use at home.

TEACHING EXPERIENCE

Part-time Lecturer

CSUN Gender and Women's Studies Department, Northridge, CA

2006-Present

- GWS 100: Introduction to Women's Studies
- GWS 300: Women as Agents of Change
- GWS 305 CS: Community Service
- GWS 350: Gender, Race, Class & Sexuality
- GWS 100 Online: Introduction to Women's Studies OL
- GWS 350 Online: Gender, Race, Class & Sexuality OL

EDUCATION

Claremont Graduate University, Claremont, CA

2005

MA in Applied Women's Studies, concentration in Community Building and Education, 3.97 GPA

California State University, Northridge, Northridge, CA

2002

BA in English and Women's Studies, Cum Laude

INTERNSHIPS

Coalition to Abolish Slavery & Trafficking, Los Angeles, CA

2004

- Assisted Communications and Policy Director.
- Revised grant proposals.
- Produced and edited CAST Newsletter.

Center for Policy Alternatives, Washington, DC

2001

- Tracked and analyzed state legislation dealing with family and medical leave.
- Created correspondence, general data entry and media tracking for various departments.

GRANTS

Department of Children & Family Services

- Wrote and awarded RFP for Wraparound Approach Services Contract. \$2 million. 2006
- Wrote and awarded RFP for Family Preservation Contract. \$2.1 million. 2005
- Wrote and awarded AAUW Campus Action Grant. \$4,600. 2012

COMMUNITY ACTIVITY

- **Volunteer, Chaverim**, Program designed for developmentally challenged Jewish adults. 1998-Present
- **Literacy Tutor, Operation Read**, Literacy program at Camp Scott, juvenile detention facility. 2002
- **Director, Women & Youth Supporting Each Other**, Curriculum based mentorship program through CSUN. 1999

TECHNICAL SKILLS

- Software: Microsoft Office Suite, Publisher, Elluminate, MM2000, DreamWeaver, Photoshop.
- 40-hour Domestic Violence Advocacy Certification.
- 40-hour Certified Car Seat Technician.
- CPR and First Aid Certified.