

EDUCATION

University of Nevada, Reno, NV

Master of Social Work

May 2020

Bachelor of General Studies in Liberal Arts

May 2010

University of Phoenix – Phoenix, AZ

Bachelor of Science in Management

January 2010

EXPERIENCE

Strategies Platform LLC

2024 – present

- Implemented Moodle and CiviCRM apps for online classroom and data tracking

Nevada Community Health Worker Association, Program Director

2021 – 2024

- Secured public health grants and private fundraising for an \$8.4M budget over 3 years
- Expanded and promoted the 40-hour CHW training by selecting and developing an online classroom
- Recruited a diverse student population >30% Rural, >30% African American, >30% Hispanic
- Supervised a growing team from 1.5 FTE to 12 FTE and over 70 contracted frontline staff
- Presented bills to governor appointed boards and elected legislators achieving unanimous approval
- Negotiated conversations and monthly reporting between diverse stakeholders using a custom CRM
- Coordinated health systems spanning Medicaid, managed care, fee-for-service, and nonprofit models

Reno Initiative for Shelter and Equality, Board President

2013 – 2021

- Structured comprehensive organizational policies to support a \$2M annual budget
- Handled case management for housing voucher clients exiting homelessness
- Recruited & trained executives who effectively manage over 60 employees & 700 volunteers
- Fielded phone calls for fundraising, emergency, and non-emergency responses

Washoe County Sheriff's Office, Detention Services Unit, Social Work Intern

2019 – 2020

- Co-facilitated housing unit tours
- Advised providers to create a regional case management tool and program integration
- Reconciled human factors toward technology and built collaborative community events

Neighborhood Network of Northern Nevada, Americorps VISTA

2016 – 2017

- Advanced asset-based community development strategies
- Coordinated over 200 volunteers for Pumpkin Palooza to raise funds for seniors and people with disabilities

Licensed real estate support for residential and commercial clients

2011 – 2015

- Overhauled communication and data processes for nationwide real estate teams
- Represented residential and commercial clients in real estate transactions

PROJECTS

Customer Relationship Management and Data Collection Software

2011 - present

- Database with over 2,500 Nevadan Community Health Worker Stakeholders
- Monthly reporting for services provided in community, clinical, and behavioral health settings
- Single-stream coordinated follow-up across a dozen unique federal and state projects

Rotary Club of Reno Midtown, Rotarian

2008 - present

- Served as a board member and the Sergeant at Arms
- Designed, developed, and maintained business process systems for collaborators

TECHNOLOGY MANAGEMENT

Software. Microsoft Windows® OS, Office Suite, Microsoft Azure, Microsoft 365, Umbraco CMS (.Net Framework CMS), Word, Excel, Access, PowerPoint, Google Drive, Google Tag Manager, Google Analytics, Google Maps, Adobe® Photoshop, Illustrator, InDesign, Acrobat, Notepad++, Video Editors, Browser Configuration, Browser Applications, CoreFTP, Ubuntu OS, Virus and Spyware Management, Android OS, Quickbooks, Visual Studio, CiviCRM, Moodle LMS

Internet. eGrants, Search Improvement, Content Development, Authoritative Research, Social Media, Facebook Group Management, Online Commerce, Online Banking, CSS, CSS3, HTML, HTML5, email templates, Javascript, PHP maintenance, Mobile Responsive Design, Open Source Integrations, .NET, ASP, ASP.NET, Web Apps, Bootstrap, Motivational Staff Training