

Career Objective

Progressive leader passionate about working in the senior services field. Looking to apply my diverse professional experiences, formal training, acquired skills and proven abilities while continuing to develop new knowledge and experience.

Education

Aurora University, Aurora Illinois-**Masters in Educational Leadership** (May 2013)
George Williams College at Aurora University, Aurora, Illinois-**Certification Type 73** (Fall, 2003).
George Williams College at Aurora University, Aurora, Illinois-**Master of Social Work** (May 2001)
University of Iowa, Iowa City, Iowa-**Bachelor of Arts Degree/Major: Sociology** (1992)

Professional Organizations

Naperville- Lisle TRIAD- Board President
Associations of Senior Service Provider- Board President
AgeGuide Agency on Aging- Advisory Counsel
Dementia Friendly Naperville- Founding member and community trainer, co-leader of Memory Cafe
Dementia Friendly Leadership Network- Founding Member

Experience

Riverwalk Adult Day Services- Naperville, Illinois 2019-Present

Executive Director

- In charge of all administrative responsibilities for a nonprofit corporation. Including securing \$62,000.00 in PPP loans with full forgiveness, financial planning and budgeting including retaining a full staff through the pandemic, acquired and maintain the State of Illinois Community Cares Program, US Veteran's Affairs Community Cares Program and five Manage Care contracts as well as managing the billing and claims for all contracts
- Management of over twenty staff and responsible for the personnel, payroll, hiring and development of ten new staff. Reviewed and updated outdated policy and procedure to develop new employee handbook, developed staff evaluations with guideline rubric, monthly reports, budget, and regulations to ensure State compliance and maintain communication with the Board of Directors.
- Help with raising \$100,000.00 in grants and fundraising, started two participant purposed marketing and fundraising campaigns, and worked with marketing professionals to rebrand the company image
- Networking through professional organizations, including serving on two boards and one advisory community
- Developed thirteen State mandated staff trainings and five community trainings on various senior concerns
- Increasing client participation by 85% since 2019 and updated admission procedures and case management documentation
- Helped improve more engaging programing for participants by incorporating theme days and requiring each staff to develop three new activities a year
- Created community resources brochure for Dementia Friendly Naperville, conducted ten Dementia Friendly Business training courses which has trained over five hundred employees.
- Helped develop and implement new community Memory Care Café programing that started in 2022 and continues to run monthly, which currently supports thirty families
- Opened a new adult day program for people 18-59 with developmental delays in September 2023

Soliant Health- 2018- 2019

Contracted Social Worker (Lakewood Creek Elementary, Oswego, Illinois and Plank Jr. High, Oswego, Illinois)

- Managed a caseload of 25 students per year with varying special education needs including attention, negative behaviors, autism and communication
- Lead crisis interventions including physical management to help students regain control
- Facilitated Functional Behavior Assessments and developed Behavior Intervention Plans for specific students to be successful in the school system

- Develop and implemented group and classroom support materials based on the goals of a diverse student population and worked with teachers to implement the aids effectively
- Developed individual and classroom behavior plans and analyzed the collected data for effectiveness and making modifications when needed
- Collaborated with administration to investigate situations, help provide resolutions when required, and conduct parent meetings
- Conduct social histories with families and complete special education paperwork for Individual Education Plans
- Work with families to provide school and community resources, connections and communication

Plainfield School District, Plainfield, Illinois 2012-2013

Educational Leadership Internship (Lakewood Falls Elementary)

- Analyzed attendance data to track possible truancy and developed programing to reward good attendance
- Conducted personnel interviews
- Developed and conducted trainings on Autism, student supervision, functional behavior assessment and RTI procedures.
- Investigated behavioral situations, recommended resolutions, and had parent contact when needed
- Analyze data for special education projections for district office

Plainfield School District, Plainfield, Illinois 2005-2018

Social worker (Lakewood Falls Elementary)

- Supervised and evaluate seven interns, managed a caseload of thirty-five students per year with varying disabilities including autism, depression, anxiety, attention concerns
- Lead crisis interventions including physical management, Facilitated Functional Behavior Assessments, and Behavior Intervention Plans
- Develop and implemented group and classroom materials based on Individual Education Plan goals of a diverse student population
- Contacted parents for evaluations, to address safety concerns of students and share referrals when needed
- Developed individual and classroom behavior plans and analyzed the results for effectiveness
- Member of the building Behavioral Crisis team, Character Development committee, District Autism team, Building Leadership team
- Assumed responsibility of building when administration was out of the building

Aurora West School District 129, Aurora, Illinois January 2005- June 2005

Social Worker (Washington Middle School)

- Developed Individual Education Plans and Evaluations Determination Conferences for students with diverse needs
- Conducted Social Developmental Studies, Functional Behavioral Assessments, and Behavior Intervention plans
- Implemented group, classroom, and individual counseling sessions with diverse populations

Provena Mercy Hospital, Aurora, Illinois 2000-2003

Unit Social worker- Child/Adolescent

- Conducted social histories, helped determine course of treatment, and referral to outpatient therapy
- Developed and conducted family, group, and individual therapy, created treatment and discharge plans
- Designed and implemented continuing education classes for internal and external agencies
- Selected by administration to participate on the Service Excellence Committee
- Community and school Lesion to help build strong relationships with other agencies in the area

Certifications

Allegra Learning Solutions, LLC, Carlsbad, CA, **Certification of Completion in Brain Health**, (May 2018)

Allegra Learning Solutions, LLC, Carlsbad, CA, **Certification of Completion in Healthy Aging**, (June 2018)

Allegra Learning Solutions, LLC, Carlsbad, CA, **Certification of Completion in Gerontology**, (June 2018)

Illinois License 2234088 Administration and School Service Personnel

Illinois Social Work License 150.009053