

Application Form

Profile

Office Use Only:

Ward 6

Which Boards would you like to apply for?

Board of Ethics: Submitted

Ms./Mr.

Ms.

Tiffani

First Name

N.

Middle Initial

Graham

Last Name

[Redacted]
Home Address

[Redacted]
Suite or Apt

Riverside

City

CA

State

[Redacted]
Postal Code

Home: [Redacted]

Primary Phone

Home: [Redacted]

Alternate Phone

[Redacted]
Email Address

KLR Ministries

Employer

Executive Director

Job Title

Business Address

Business Phone

Length of residence in City of Riverside

37 Years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.

Applications may be screened on the basis of information submitted with this form.

You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

The opportunity to serve on a city board will give me the chance to give back to the community that I have lived in all of my life. I believe that it is important for individuals to take initiative to ensure that the laws and policies of our city are being implemented and upheld in a manner that is beneficial to Riverside residents.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

Through my entire career, I have been in positions that I have been responsible for ensuring that individuals, management, and boards operate under ethical guidelines to protect all parties involved. I have experience with conducting internal investigations of employee relations concerns, as well as compliance with contractual agreements between independent contractors and corporations. In my current position as a mental health clinician, I have been required to pass the State of California Law and Ethics examination. This exam ensures that I am aware of my ethical obligation to act in accordance with the guidelines provided by the Board of Behavioral Science to maintain my professional integrity.

EDUCATIONAL BACKGROUND:

California Baptist University: Masters of Science, Counseling Psychology Devry University, Keller Graduate School of Management: Masters of Human Resources Management San Jose State University: Double Major: BA in Behavioral Science and Sociology; Minor: Justice Studies

OCCUPATIONAL EXPERIENCE:

Marriage and Family Therapist- 6 years of experience Human Resources Professional- 10 years of experience

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

California Association of Marriage and Family Therapists National Association of Black Counselors

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Non-Profit Experience: KLR Ministries- Executive Director (2 years) That's What Friend Are For- Co-Director (3 Years)

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

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NOTICE REGARDING INCOMPATIBLE OFFICES

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If "Yes", please state position:

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[Resume- T. Graham2.docx](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

Tiffani N. Graham



Objective: To obtain a challenging and rewarding position that will provide the opportunity to utilize my education and professional experience to pursue my passions of leadership and public service.

Work Experience:

KLR Ministries Riverside, CA.
Non-Profit Executive Director (Volunteer) 06/2018 to Present

- Responsible for ensuring that all services provided represent the mission and vision of the organization.
- Oversee all policies and procedures for the operations of the organization.
- Recruit, develop, and maintain a strong Board of Directors.
- Recruit and train all volunteer mentors.
- Responsible for creating and ensuring the utilization curriculum by all volunteer mentors for the Teach Me Something youth mentoring programs.
- Establish and maintain relationships with other local organizations to maximize the utilization of all available resources to the youths.
- Develop and manage the organization's annual budget.

Sharper Future Riverside, CA
Staff Clinician- AMFT 05/2019 to Present
08/2014 to 08/2016

- Facilitate weekly group sessions with High Risk and Non-High Risk Offenders in an effort to prevent reoffending.
- Conduct initial comprehensive assessments to determine the client's appropriateness for treatment.
- Complete initial and annual Dynamic and Violent Risk Assessments, such as the STABLE and LSCMI.
- Attend monthly Containment Team Meetings with parole and victim services.
- Conduct monthly or quarterly individual sessions depending on the client's risk level.
- Attend weekly clinical supervision meetings.
- CASOMB Certified Sex Offender Treatment Provider- Associate Practitioner Level

Starshine Treatment Center San Bernardino, CA
Clinical Therapist/Social Worker- AMFT 08/2016 to Present

- Diagnose and treat at-risk youth with a history of sexual predatory behaviors, emotional instability, and substance abuse.
- Conduct individual, family, and group psychotherapy sessions.
- Collaboratively work with clients to establish effective treatment plans with the goal of reducing the possibility of relapse into delinquent behaviors.
- Conduct initial and quarterly risk assessments to track client's progress towards successfully completing the treatment program
- Co-Facilitate quarterly Child and Family Team meetings to discuss and evaluate clients' ongoing need for treatment.
- Assist and advocate for transitional age youth by connecting to community resources such as educational opportunities, mental health treatment, and career planning.

Psychological Health Services

Corona, CA

Group Facilitator- AMFT

09/2014 to Present

- Facilitate weekly court-ordered Domestic Violence Prevention and Anger Management groups for male and female clients.
- Tailoring the lessons of the treatment programs curriculum to be most effective with the dynamics of each group.
- Identify each clients' personal goals and establish an individualized treatment plan.
- Provides individual and family therapy sessions as needed.
- Responsible for completing weekly and quarterly progress reports
- Provide clinical assessments and progress reports to the Probation Department as well as the county courts
- Assists in training of newly hired group facilitators.

FedEx Ground and Home Delivery

Riverside, CA

Contractor Relations Specialist

07/2006 to 08/2014

- Responsible for ensuring compliance with the operating agreement and the Independent Contractor model.
- Conducted Contractor Relations and Resolve investigations.
- Planned and attended meetings, forums, and events in order to enhance contractor engagement.
- Ensured station compliance with entity administration and workforce documentation.
- Responsible for sourcing and recruiting Independent Contractors and Temporary Drivers throughout the Southern California area.
- Provided guidance to stations on CDAS procedures.

Contractor Resources Specialist

- Responsible for sourcing and recruiting Independent Contractors and Temporary Drivers throughout the Southern California area.
- Responsible for training new Contractor Resources Specialists, in addition to station staff to ensure that all Contactor and Temporary Driver policies and procedures are followed.
- Responsible for developing and maintaining retention strategies for Independent Contractors and Temporary Drivers.
- Conducted BCSA Test Audits and participate on DCRT Teams when directed.
- Trained to conduct Contractor Relations/Legal investigations.
- Participated on QAT Teams to develop innovative ways to enhance the Contractor Resources department.
- Developed and maintain strong working relationships with vendors, community organizations, station staff and district staff.

Regional Recruiter

- Responsible for daily sourcing and recruiting of Package Handlers, Drivers, Independent Contractors, and Management throughout the Southern California area.
- Arranged all recruiting advertising through employment agency services, job fairs, and classified ads.
- Conducted pre-employment interviews with Package Handler, Drivers and Management candidates.
- Provided employee relations assistance to management.
- Performed audits and update employee files and I-9's in accordance to company, state and federal regulations.
- Responsible for creating and implementing employee retention plans.
- Maintained a close working relationship with all levels of Management as well as community contacts.

Education:

California Baptist University
Masters of Science, Counseling Psychology

Riverside, CA.
May, 2014

Devry University, Keller Graduate School of Management
Masters of Human Resources Management

Pomona, CA.
October, 2009

San Jose State University
Double Major: BA in Behavioral Science and
Sociology; Minor: Justice Studies

San Jose, CA.
December, 2004

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Human Relations Commission: Submitted

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Mr.

Reyshawn

First Name

Bobo

Middle Initial

Last Name

[Redacted]
Home Address

Suite or Apt

Riverside

City

CA

State

[Redacted]
Postal Code

Home: [Redacted]

Primary Phone

Home:

Alternate Phone

[Redacted]
Email Address

County of Riverside

Employer

Program Coordinator II

Job Title

Business Address

Emergency Management Department-Preparedness Division

Business Phone

Emergency Management Department-Preparedness Division

Length of residence in City of Riverside

Riverside

Are you a registered voter of the City of Riverside?

Yes No

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Yes No

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Yes No

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Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I want to serve on a city board or commission because I realize that every citizen is critical to the success of a city's mission. I want to contribute my acquired knowledge to a body of governance that will ultimately improve the outcomes for my neighbors and city.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I am a public servant with over 9 years, promoting ethics and valuing all people. In my Non-profit experience I acted as the chair of the board of director whereby I developed policies, manuals and officer duty descriptions so that each director might carry out his or her responsibilities with diligence. In my current experience as the Program Coordinator with the Emergency Management Department, I have displayed the skills to deal equitable with internal and external stakeholders at every level. In these experiences, I have been entrusted with monitoring federal grant awards which requires upholding policies, rules and regulations, paying close attention to details and building trust with my grant constituency.

EDUCATIONAL BACKGROUND:

I have a bachelors in sociology, and a masters in public administration. Sociology, as a discipline, is the study of human interaction. Public administration as an academic field is the study of the art and science of management applied to the public sector. I have leveraged this knowledge to help me put forth my best efforts in addressing how human relationships impact government decisions and how a cities ethical standards can positively impact a citizenry.

OCCUPATIONAL EXPERIENCE:

I have a background in promoting the health and welfare of the homeless. I have expertise in mentoring, advocating for and teaching people with access and functional needs. I have experience in job instructional care, after school curriculum development, with a comprehensive blend of hands-on professional, ministerial, grant management and Non-profit organization experiences that reach across generations and cultures.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

American Society of Public Administration (ASPA)

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

I am an appointed deacon at my church, located in Riverside, California. In a previous role, I served a five-year term as the outreach liaison to local non-profits and family shelters to purchase food and coordinate church-wide efforts to distribute food to families in need in Riverside, Ca.

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Question applies to Human Relations Commission

HUMAN RELATIONS COMMISSION:

So far as is reasonably possible, the Human Relations Commission shall include representation in the fields of education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement, and labor. The diversity of the Commission is important to achieving its stated objective.

Question applies to Human Relations Commission

Please state your field of endeavor as it applies to the Human Relations Commission:

My desired field of endeavor is public safety or law.

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[Board_or_Commission_Resume.pdf](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Web Site

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

REYSHAWN BOBO



OBJECTIVE

Public service professional looking to obtain a volunteer position on a Board or Commission for the City of Riverside.

EDUCATIONAL

California Baptist University, Riverside, CA

Master of Public Administration

September 2016

Montana State University, Bozeman, MT

Bachelor of Science in Sociology

June 2008

RELEVANT COURSEWORK

Leadership and Management, Public Personnel Management, Public Communication and Complex Organizations

PROFESSIONAL EXPERIENCE

GRANT COORDINATOR I

COUNTY OF RIVERSIDE EMERGENCY MANAGEMENT DEPARTMENT – December 2019 TO PRESENT

- Supervises the Homeland Security Grant Program and Urban Area Security Initiative Grant Program
- Provides timely identification of program specific issues or conflicts and makes recommendations for resolutions, reviews program requirements; and redirects resources to accomplish goals
- Ensures efficient and effectiveness in administering and managing grants in accordance with Federal and State regulations
- Directs staff analyzing and correcting program-related documents, reviews, provides feedback and issues necessary approvals
- Collects program-related information from grant applicant and sub-recipients
- Coordinates dissemination of information, conducts quarterly meeting to meet the county hazardous material group operational goals; monitors projects, reviews applicable documentation to ensure that projects are being done in accordance with project budget; analyzes reports and program documentation
- Demonstrates exceptional financial discipline by estimating projects correctly, disallowing spending that does not comply with law, regulation and the availability of funds, by allowing actions only by

...continued...

those authorized to make them and always leaving a clear trail of decisions and actions in the spending process

- Provides supervision, training, technical assistance, oversight, ethics advice, expertise, and consultation to program staff, and subrecipients
- Exercises administrative oversight with fairness and respect in all dealings with subrecipients
- Prepares, processes, issues, and tracks grant awards and compliance with reporting requirements
- Conducts program evaluation, including monitoring and assessing awardee performance, and establishes performance measures
- Develops, reviews and approves all program-related documentation; solicits and ensures necessary input from and coordination with internal and external stakeholders, anticipates the needs of and impacts on program
- Establishes and maintains relationships with various internal and external customers, promotes organizational efficiency and operation integrity
- Responds to the Emergency Operations Center (EOC) and serve in various administrative leadership roles during emergency activations
- Coordinates the preparation of contracts, MOUs and purchase orders for the grant projects

ADMINISTRATIVE SERVICES ASSISTANT I

COUNTY OF RIVERSIDE EMERGENCY MANAGEMENT DEPARTMENT – FEBRUARY 2017 TO DECEMBER 2019

- Interpreted the Code of Federal Regulations (CFR), the Statewide Communication Interoperability Plan (SCIP) and Nationwide Cybersecurity Review (NCR) for the Homeland Security Grant Program and kept abreast of developments, changing leadership, innovations and trends in the Emergency Management discipline and Homeland Security as an administration
- Primary liaison to coordinate with internal customers and relevant stakeholders to strengthen relationships within the Emergency Planning Division and build trust with other groups outside the division such as the Business and Finance Division to respond effectively to critical budget problems through oral and written communication using research and logic.
- Participated in local Homeland Security Program Grant trainings and application workshops led by the Operational Area (OA) Coordinator, to expand knowledge of Homeland Security administrative areas, anticipate policy changes and to deliver support to internal customers while providing staff thorough, reliable and accurate information
- Reviewed department's long-range strategic goals and administered the grant spending plan by comparing the budget and its parameters with actual expenditures and addressing inhibitors to progress toward the achievement of strategic goals. Prepared grant budget requests, monthly budgets and financial analysis tools with the department's fiscal unit

- Ensured constancy of department purchasing policies negotiated, executed and amended contracts. Developed and delivered power point presentations to the division on new and ensured compliance with division policies.
- Supported internal customers by motivating, assigning work to and training clerical staff in procurement and administrative responsibilities, worked with supervisor to identify employee issues, interviewed candidates for department positions, developed a thorough knowledge of procurement best practices and produced an administrative training guidebook to mitigate and respond to staff attrition and other disruptions to office continuity and workflow
- Conducted Emergency Planning Division outreach activities; distributed preparedness marketing materials to and educated external customers and the general public during Department sponsored events and sought additional training and tackled subjects outside normal duties
- Assisted in maintaining Emergency Operations Center equipment and supplies by preparing specific items needed by researching, comparing, requesting and analyzing quotes received to determine the qualified lowest bidder. Created requisitions orders that are used to initiate a purchase. Verified the purchase orders that are received match requisitions submitted to vendors to initiate transactions and coordinate deliveries
- Coordinated with stakeholders and internal exercise evaluation team to design a resource allocation model to route all resource requests in the Emergency Operations Center (EOC), presented model to internal stakeholders to get feedback resulting in the implementation of the resource routing and approval model in and for the 2018 Statewide Medical Health Exercise
- Worked closely with Homeland Security Program Coordinator and Administrative Analyst and the Business and Finance Division to analyze, gather reimbursement documentation for the Citywide HazMat Operations Group (CHOG), reconcile payment information for all Homeland Security projects and to maintain procurement documentation in electronic ready folders for audit use
- Facilitated the transition from the County's Peoplesoft-based procurement system to Rivco Procure; provided continuous updates to staff during its implementation, fine-tuned procedures and flow charts along the way, thoughtfully anticipated deadlines and provided advanced notifications to internal customers and took additional steps to inform co-workers by administering one-on-one training with each member
- Prepared complex monthly and quarterly budget reports, analyzed the county budget and translated it into relevant division sub-categories to fulfill division budget adjustment requests and appropriation transfers. Reviewed and analyzed budget changes. Made recommendations and obtained final approval for changes
- Evaluated the Emergency Planning Division normative and emergency reimbursement procedures by gathering input from procurement unit and utilized input to develop workflow charts,

multifaceted procedures, check lists and communicated it on an array of Microsoft platforms (Power Point, Visio and Word) to support program staff

- As the Finance Chief for the Southern California Preparedness Summit for two years, recruited and supervised procurement staff, oversaw the budget responsibilities to ensure the success of the summit in the areas of purchasing and budgeting while managing multiple funding sources, vendors, and the ordering of critical equipment and supplies to support the summit. Ensured proper use of grant funds and sought accountability with others, addressed potential impropriety with grant expenditures by detailing thoughts on why expenditures were inappropriate resulting in removal and reallocation of the expenses
- Developed a tracking mechanism for department grant portfolios, vetted and solidified the processes with internal stakeholders and shared knowledge of tracking mechanism across the department via Q Drive, Microsoft SharePoint dashboard and Outlook
- Developed relationships with key health care stakeholders for the county to work out the details and produce a user-friendly public access defibrillator registry. Continuously reached out to Riverside County departments and businesses to identify Automatic External Defibrillator (AED) needs. Interpreted state legislation and navigated through politically sensitive situations in order to address administrative and political problems. Produced department resources to help purchase, place, manage and mobilize AEDs during a cardiac arrest emergency
- Planned and coordinated a county-wide Cardiopulmonary Resuscitation (CPR) training event as the primary liaison. Coordinated with the American Medical Response (AMR) and American Heart Association to plan the CPR training event. Developed, produced and distributed marketing materials to county departments and fire agencies. Evaluated the effectiveness and efficiency of training by producing an After-Action Report (AAR) and presented findings to the Emergency Management Care Committee (EMCC) and Prehospital Medical Advisory Committee (PMAC)
- Developed and maintained a county-wide AED inventory, inspected hospital compliance with AED laws, performed physical tests of AEDs, conducted various data assessments of the AED inventory using Microsoft Excel pivot tables. Engaged stakeholder by providing instructions, guidance and presenting area of expertise in committee meetings, developed and facilitated the distribution of education documents to help external customers manage their Public Access Defibrillator (PAD) programs with ease
- Coordinated a “No-Cost AED” initiative on behalf of the department. Primary liaison to local government agencies businesses. Evaluated more than a dozen proposals, identified and dispatched AEDs to select locations. Coordinated with American Medical Response (AMR) to compile AED product data, determine selection criteria and facilitate the distribution of 25 AEDs county-wide.

- Gathered and summarized information to anticipate stakeholder viewpoint impacting changes to the PAD program and progressively won approval from stakeholders to move forward with an automatic external defibrillator (AED) registry

TEAM LEADER

EXCEED – SUPPORTED EMPLOYMENT DIVISION, RIVERSIDE CA AUGUST 2014 TO MAY 2015

- Strategically executed a caseload of clients with access and functional needs through interfacing with clients directly with the most critical conditions, documenting client behavior and attitude throughout the day and training new employees on how to work with each client
- Provided employment support and advocacy for clients by resolving complex dysfunctions between the employer, clients and job coaches through meeting with job-site managers to address human resource issues, proposed solutions to improve client engagement and addressed systematic barriers inhibiting the achievement of client's ability to become self-sufficient

SITE DIRECTOR

BOYS AND GIRLS CLUB, CORONA CA JULY 2015 TO MAY 2016

- Participated in and contributed to strategic planning workshops for the afterschool Boys and Girls Club program in San Bernardino and Corona
- Prepared program budget, attendance and activities through scheduling budget planning dates and outlining program goals and objectives and reported budget information once month
- Interfaced directly with community stakeholders
- Represented the organization in promoting club activities in the community
- Developed reward system to recognize achievements of club members and identified creative strategies to recruit more club members, despite having limited resources

PRESIDENT/BOARD CHAIR

GOTEGE INC. RIVERSIDE, CA JUNE 2013 TO JUNE 2016

- Created and established bylaws of the organization with board of directors
- Prepared assessments of client counseling sessions that identified individual development needs
Developed program information materials for distribution to churches, nonprofits and faith-based organizations
- Aided with crisis intervention as necessary including but not limited to conflict resolution and one on one or group counseling Supervised and lead multiple support groups that encouraged spiritual growth and maturity in decision making that resulted in clients' improved coping and personal assessment

FIELD STAFF

CRU (CAMPUS CRUSADE FOR CHRIST)

JUNE 2008 to JUNE 2013

- Developed bible studies and leaders to educate other college students about finding their purpose and the importance of their spiritual well-being
 - Performed speaking activities for large and small groups on many International and U.S college campuses
 - Expanded the diversity of the organizations volunteer base through recruiting and mentoring students of all ethnic, racial and cultural backgrounds
 - Developed a fund diversification plan that focused-on individuals and businesses that were compassionate and wanted to improve the lives of low-income communities
-

SKILLS

TECHNICAL SKILLS

Microsoft Office Suites: MS Office-Word, Excel, PowerPoint, PeopleSoft

Web Emergency Operations Center (EOC)

HONORS AND ACTIVITIES

Scholarship, American Society of Public Administration 2017

CERTIFICATIONS

California Office of Emergency Services (CAL OES)

Standardized Emergency Management System-SEMS G606

Centers for Disease Control and Prevention (CDC)

Public Health Emergency Law

Federal Emergency Management Agency (FEMA)

Professional Development Series

ICS - 100

ICS - 200

Intro to NIMS - IS-00700

Intro to National Response Framework - IS-00800

Homeland Security (SHSP)

HSEEP Exercise Training