

Makayla Grant Thompson

• makayla698@yahoo.com • 347-320-0359 • <http://linkedin.com/in/makayla-grant-thompson>

Qualified to provide Job Placement Services, including:

- Coaching Supports for Employment (959X)
- Direct Placement Intake (921X0)
- Job Seeking and Development Services (929X)
- Job Placement (931X)
- Job Retention Services (932X)
- Quality Wage Incentive for Vendor (933X)

EDUCATION

New York University: School of Global Public Health

June 2022

Master of Public Health, Concentration in Public Health Management

Medgar Evers College – CUNY

June 2020

Bachelor of Science in Biology, Concentration in Pre-Medicine

Academic Achievements: Dean's List (2019-2020), SEEK Scholarship (2019)

Medgar Evers College – CUNY

June 2019

Associate Degree in Science, Concentration in Mathematics

Academic Achievements: Dean's List (2016- 2018), Brown–Parham Scholarship (2017), National Honor Society (2018)

WORK EXPERIENCE

HCBS Outreach Manager / NADAP

January 2023 - Present

- Recruit and screen clients for program eligibility and enrollment, forward all referrals, plans of care and letter of service delivery to VCM of HCBS.
- Worked closely with referral partners to obtain client referrals and complete client enrollment, including reviewing the referral and plan of service prepared by referring partners.
- Educate clients, agencies, and partner organizations about NADAP's services through presentations, both in-person and virtual.
- Collaborate with other team members to coordinate and facilitate employment readiness, placement, and retention activities.
- Collaborates with other CES staff to ensure clients' needs are addressed and the job developers are identifying job opportunities to suit client's skills and interest.

Health Educator/ BMS

November 2022 – January 2023

- Generated training & technical assistance on health education curriculum for over 100 youth and parents in multiple community settings, furthering program impact & reach by 20%.
- Facilitated career exploration and service-learning activities for 75 participants, resulting in improved life-skills & development of leadership abilities.
- Organized participation of 150 program participants across 3 local cultural events, resulting in a 5% increase in engagement from previous years.
- Distributed over 300 health-related resources to local communities to drive awareness and promote healthy choices, facilitating an 8% rise in knowledge among target audiences.

Teacher's Aide & Community Planning Outreach / AAANY

July 2022 – August 2022

- Created lesson plans and activities for the youth in the Arab American Association of New York summer program.
- Assisted in securing vendors for events throughout the summer through community planning outreach.
- Assisted in organizing community events in Bay Ridge.

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Counselor Advocate & Outreach Specialist / PRY T.R.A.C.K.

September 2021 – July 2022

- Mentored 12 students, providing 1-1 check-ins and delivered tailored & impactful socio-emotional support initiatives to cultivate life skills & self-love.
- Facilitated weekly after school sessions to boost trust among families in the school environ., enabled access to key interventions for 105+ students per week.
- Created personal statements, developed student resumes and connected teaching personnel & pupils with necessary resources, increasing success rates by 50%.
- Coordinated monitoring processes to collate behavioral and educational data from 12 students' case studies, leading to insightful qualitative reviews being reported.

Facilitator / Resilience Advocacy Project (RAP)

February 2019 – May 2019

- Co-facilitated groups with several high school students, developing their advocacy capacities through goal-setting exercises.
- Supported the students to create innovative projects in tackling social issues, resulting in a total of four presentations.
- Established meaningful connections and relationships with the students to empower them to take ownership and pursue their dreams, boosting morale by 40%.

Ambassador & Staff Assistant / PRY S.A.F.E.

July 2013 – August 2017

- Enabled 140 students to gain insight into healthy relationships and HIV/STD awareness via workshopping activities, resulting in a 15% increase in attendance.
- Advertised teen health clinic in NYC to upper Manhattan communities and generated 200 inquiries about the clinic's resources.
- Acted as conflict resolution mediator across 80 student engagements; successfully de-escalating tensions by 70%.

SKILLS

Communication
Detail-orientated and Organized
Program Planning
Event Planning
Outreach & Engagement

Team Leadership and Management
Administrative Experience
Microsoft Office (Word, Excel, PowerPoint, Access)
Group and Workshop Creation / Facilitation

JOSEPH SARNO
502 Bedell Street, Baldwin, NY 11510
Josephfsarno@gmail.com

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Job Retention Services (932X)	Quality Wage Incentive for Vendor (933X)

PROFESSIONAL EXPERIENCE

Sr. Vocational Case Manager

April 2016 – Present

NADAP, Hempstead, NY

- Implement and oversee the Nassau Employment Initiative, Nassau-Alternatives to Incarceration, and the Nassau Workforce Initiative programs.
- Supervise two Employment Specialists and a Job Developer, and assist with training new staff.
- Assist in the facilitation of team meetings and in the development of policies and procedures.
- Design and provide curriculum for seminars/workshops for program clients based in the areas of job readiness, mock interviewing, resume development, and business etiquette.
- Provide retention services that ensure clients achieve employment retention milestones.
- Conduct individual assessments to determine employment readiness.
- Recruit and screen clients for program enrollments.
- Maintain accurate files including documentations of client placement and weekly follow up for retention. Also maintain a tracking system and prepare weekly and monthly status reports for management.
- Collaborate with other team members to coordinate and facilitate employment readiness, placement, and retention activities.
- Educate treatment and referral programs about program employment services through off-site presentations.
- Develop community-based resources of education, training, workplace clothing provisions, childcare, substance dependency treatment, and housing.
- Lead employment workshop seminars to assist the community with job fair readiness.

Community Director

March 2020 – August 2022

Survivor Corps, New York, NY

- Oversee the Survivor Corps Facebook Group Administration team, the on-boarding process, new volunteer screening and streamlining procedures and processes.
- Moderate a Facebook group of over 170,000 members seeking information on COVID-19 volunteer opportunities.
- Train and manage a team of 30 administrators to maintain the Facebook group and provide answers to group members.
- Respond to questions posted on the Facebook page and individuals' direct messages from group members and promote Survivor Corps projects including surveys, polls, and other targeted messaging.
- Approve new group members and remove members that are not adherent to the Survivor Corps group rules.
- Spearhead Facebook community member outreach to collect survivor stories for social media features.

EDUCATION

Kaplan University, New York, NY

Bachelor of Arts, Major: Forensic Psychology

Adelphi University, Garden City, NY

Bachelor of Science, Major: Music Theory Minor: Psychology

COMMUNITY ACTIVITIES

- Ronald McDonald House Metro New York, Advisory Board, 2021 – Present
- Nassau/Suffolk Care Coordination Network, Co-Chair, 2021 – Present
- AVRASA, Committee Member Event Organizer, 2016 – Present
- EOC of Suffolk National Week of Prayer, Event Planning Committee Member, 2016 – Present

AWARDS & CERTIFICATIONS

Coursera Google Project Management Certification, Oct. 2021

COMPUTER SKILLS

Advanced proficiency in MS Office Suite