
PROFESSIONAL HISTORY

Chief Program Officer

Path to Jobs

New York, NY

1/2023- Present

- Oversee operations for Path to Jobs New York City and Albany, NY offices, staff, and services for Job Seekers and Employment Partners.
- Serve as strategic liaison with government agencies, service providers, and business partners.
- Train staff members, develop programing, solicit funds, and assist the Executive Director in budget management and overall program operation.
- Recruited and built a team of 6 professionals, provide ongoing mentorship and supervision.
- Responsible for business partner development including proposal/presentation preparation.
- Develops strategic plans and performs tasks such as writing policy documents and committee memos that summarize activities and provide a context for advocating for system improvements and reforms.
- Identifies funding and grant opportunities and develops partnerships and proposals.
- Ensure success of Path to Jobs implementation and ongoing success.

Managing Director

GMHC

New York, NY

6/2018-12/2022

- Managing Director of GMHC's/HRA's collaboration of Employment services for HASA participants
- Oversee daily program operations for 6 separate programs within three separate departments servicing 2000+ clients annually
- Serve as strategic liaison with HRA government agency, service providers, and business community
- Responsible for supervising service programs and daily operations of the organization's workforce department
- Train staff members, develop programing, solicit funds, and assist the Vice President in budget management and overall program operation
- Manage and mentor staff of 20 professionals recruited and hired additional members to the team
- Responsible for all aspects of project management, including client negotiations, contracting, budgets, invoicing and workload distribution.
- Responsible for all business development within workforce department including proposal/ presentation preparation, marketing budgets projection goals.
- Instrumental in successfully spearheading partnerships with hard-to-reach community organizations which led to improved communication and strengthen relationships between partners.
- Community Outreach: Increased the level of participation for HIV impacted individuals by 96% through consistent education and meaningful outreach activities.
- Develops strategic plans and performs tasks such as writing policy documents and committee memos that summarize activities and provide a context for advocating for system improvements and reforms
- Identifies funding and grant opportunities and develops partnerships and proposals

Senior Director of Workforce Development

GMHC

New York, NY

2012-2018

- Responsible for the Implementation of Back to Work start up programs
- Represent MATCH/RISE Programs internally and externally, including at the White House
- Supervised a staff of 18 not including MSW students, volunteers, and other interns
- Created job descriptions; hire job developers, case managers and administrative staff
- Oversee all aspects of workforce contracts while maintaining a high percentile in deliverables
- Created, tracked, and maintained multiple budgets in compliance with contracts
- Prepare statistical reports and provide quality assurance for all submitted documents to funders
- Supervised SUNY Computer Managers, who provide computer training to Workforce clients
- Strategic marketing and presentation, promotional and outreach efforts for all workforce programs
- Maintained relationships with partner organizations, including OTDA, Workforce 1 and HRA/HASA
- Evaluated performance of programs monthly and execute changes as needed

- Fostered relationships with GMHC’s management teams for coordinated care and smooth transition of services
- Responsible for the GMHC’s first Transgender job fair, hosting 23 employers from all 5 borough’s

Program Coordinator of Workforce Development

New York, NY

GMHC

2006 –2011

- Managed a staff of 6 in case management and job placement efforts
- Handled all aspects of agency-wide internship program, interviewed, hired front desk support staff
- Conducted bi-weekly outreach orientation and job seminars for potential employers
- Produced monthly and quarterly reports for workforce contract
- Created statistical reports and tracked all contract placement deliverables
- Kept organized case files, entered, and updated case notes over 100 client files biweekly
- Oversaw the annual fund-raising events

Job Readiness Instructor

New York, NY

GMHC

2004- 2006

- Taught two-week job readiness workshops to public assistance recipients
- Developed new models of training/facilitation to meet needs of special populations
- Collaborated with treatment facilities to assist and support clients on methadone maintenance
- Created and updated training materials for workshops, job placements and internships
- Administered TABE tests for student enrollment into the GED prep program
- Responsible for all administrative duties including data entry in multiple GMHC/HRA data bases

Administrative Case Manager

New York, NY

Bowery Residents’ Committee

2001- 2004

- Supported Program Director in start-up vocational/placement program
- Oversaw agency-wide internship placement program, facilitated workshops on interview preparation
- Assessed and collaborated with clinical staff on clients’ barriers to employment
- Provided administrative support, including data entry, both internally and externally
- Entered and created employability plans as well as FIA’s documenting employment
- Researched labor market information and created a resource room
- Highlighted relevant information regarding strong workforce sector jobs opportunities
- Research and enrolled clients in HRA approved training programs, as well as tracked and documented attendance.
- Worked and entered data in several HRA systems; NYCWAY, DTS, WISARD, and PAC’s
- Responsible for disseminating daily and weekly metro cards to enrolled and employed WIA clients

EDUCATION

The College of New Rochelle, *Master of Public Administration; Dean’s List 2013* 2014

CERTIFICATIONS

ARRIVE: *Drug Awareness and HIV/AIDS Education (Cycle 56)* 1999
2005

Exponents; CSAC-T 2022

AFFILIATIONS

National Working Positive Coalition: *Presenter/Speaker*; Board Member 2009