

# Emily Tortorici

49 Pulaski Street  
Auburn, NY 13021

(315) 246-8226  
emilytortorici@yahoo.com

## **Professional Summary**

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With over fourteen years of experience in the Human Service field, including thirteen years specifically in Community Action, I have advanced from case management to Program Director. I have proven accomplishments in program implementation and oversight, service delivery, establishing partnerships and collaboration, staff supervision, and community outreach.

## **Keys Skills and Competencies**

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- Experienced and proficient in overseeing and implementing multiple grant-funded programs and services designed to assist those in need.
- Skilled in establishing effective practices, policies, and procedures to ensure program compliance and success.
- Capable of supervising and mentoring multiple staff members to achieve program goals.
- Skilled in managing budgets to ensure financial efficiency and accountability.
- Experienced in the grant writing process and planning and executing fundraising events to secure funding.
- Experienced in recruiting, retaining, and managing volunteers for various programs.
- Effective in preparing and presenting information about agency programs and services to the public.
- Experienced with the strategic planning process.
- Years of experience as a board member of a local nonprofit healthcare organization, serving on the governance committee.
- Skilled in establishing partnerships and collaborations within the community to enhance program effectiveness and broaden support networks.
- Excellent communication skills, both written and verbal.
- Strong leadership skills with the ability to inspire and guide teams.
- Demonstrates exceptional organizational and time management abilities.
- Effective in working as part of a team.

## **Employment Background**

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**CAP Community Action Programs Cayuga/Seneca**  
**Community Services/Employment Services Director** (2019 to present)

**Employment Services Coordinator** (2018-2019)

**Disability Resource Coordinator** (2014 to 2019)

**Head Start Family Worker** (2011 to 2014)

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**Unity House of Cayuga County**  
**Mental Health Residence Counselor** (2010 to 2011)

**Peter's NY Pizzeria** (2003 to 2010)  
**Manager**

## Education

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Credentialed Work Incentive Practitioner  
(Social Security Disability Benefits Advisement)-2014

Family Development Credentials-2014

Bachelor's Degree in Community and Human Services - 2013

Associate Degree in Business Administration-2010

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