

ROSE SEQUOIA

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DIRECTOR OF OPERATIONS, CENTER FOR IMMIGRANT HEALTH

Bilingual with strong verbal and writing skills in Spanish

- ♦ Extensively experienced professional administrator and manager who excels at organizing, creating, improving, and implementing systems and processes, and about whom a supervisor said "I have never in my 20-year tenure of management worked with a more superior operational administrator."
 - ♦ Motivated achiever who earns above-average and excellent ratings on performance reviews and has been promoted frequently; cited by management for being "incredibly adept at organizing complex and challenging strategies," creating "systems and controls necessary to insure the continued growth within the organization," and remaining "organized, calm and focused."
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PROFESSIONAL EXPERIENCE

Senior Director of Operations and Management, LIVE OAK CENTER FOR ARTS & LEARNING, Live Oak, FL, 2006 to present

- ♦ Oversee administrative and programmatic departments, including budgeting, planning, evaluation, and project management.
- ♦ Create, implement, and streamline procedures related to purchasing, work orders, inventory, registration, facilities management, student relations and other administrative functions; developed systems that significantly improved productivity and efficiency of many departments while decreasing costs and staff time.
- ♦ Function as main liaison to vendors, contractors, technical consultants, and other service providers.
- ♦ Oversee established and new program initiatives that enhance organization's profile and credibility, including curriculum development, training, registration, and evaluation.
- ♦ Manage HR-related functions and initiatives, including hiring procedures, job descriptions, job postings, enforcing personnel policies, and addressing work/life issues.
- ♦ Analyzed unproductive processes and implemented changes that radically improved department and overall organization.
- ♦ To address low enrollment in most courses, as well as poor tracking and financial accounting, transformed manual registration process to fully automated system using services donated by computer technicians, thus increasing enrollment by 50 percent the first semester and more than tripling earned income revenue for classes since then.
- ♦ Led expansion of organization's technological capacity, collaborating closely with IT consultants and fundraising department; within two years, secured funding to obtain computers for every staff person, create an organizational Web site, and implement email.
- ♦ Created initiatives that generated new stream of earned income and higher organizational visibility.
- ♦ Restructured year-end production, making it more profitable and efficient.
- ♦ Create teamwork-focused environment through extensive focus on coordination and communication.
- ♦ Emphasize excellent customer service internally and externally; created new ways of communicating with customers that helped increase enrollment for various programs by 75 percent over past two years.

Acting Executive Director, LIVE OAK CENTER FOR ARTS & LEARNING, Live Oak, FL, 2002 to 2004

- ♦ Supervised fiscal, fundraising, and programmatic departments.
- ♦ Collaborated closely with Board of Directors on issues related to policy, fundraising, strategic planning, and organizational culture.

Education Manager, LIVE OAK CENTER FOR ARTS & LEARNING, Live Oak, FL, 1999 to 2002

- ◆ Managed community workshops and other in-house programs, including payroll, scheduling, evaluations, and other related functions.
- ◆ Supervised approximately 50 instructors and assistants.

Summer Festival Coordinator, LIVE OAK CENTER FOR ARTS & LEARNING, Live Oak, FL, 1997 to 1999

- ◆ Coordinated first and second annual Arts and Music Summer Festival.

Neighborhood Director, NEIGHBORHOOD HOUSING SERVICES, Lake City, FL, 1995 to 1997

- ◆ Provided overall supervision of city office and staff of eight counselors and support staff.
- ◆ Developed and implemented strategies to promote, create, and expand affordable-housing programs.
- ◆ Assisted in coordinating public relations and marketing for neighborhood offices.
- ◆ Developed business plans, budgets, and other systems that enhanced daily operations and overall production.

Executive Director, NORTH CENTRAL FLORIDA COMMUNITY PARTNERSHIP, Lake City, FL, 1993 to 1995

- ◆ Oversaw all departments, including finance, public relations, community outreach, and clerical.
- ◆ Managed activities related to budget and programmatic planning, fundraising, and public-relations campaigns.
- ◆ Evaluated existing programs and services.
- ◆ Developed and implemented new initiatives based on market analysis and evaluations.
- ◆ Assured programmatic and budgetary compliance of programs according to funding objectives.

Law Enforcement Director, NORTH CENTRAL FLORIDA COMMUNITY PARTNERSHIP, Lake City, FL, 1991 to 1993

- ◆ Coordinated and facilitated events that engendered community involvement in crime prevention, including dialogues, mediation, conflict resolution, multi-cultural, and intergenerational programs.
- ◆ Designed and implemented Information and Referral System and Crisis Intervention Hotline that serviced five target communities.

Youth Director, NORTH CENTRAL FLORIDA COMMUNITY PARTNERSHIP, Lake City, FL, 1989 to 1991

- ◆ Coordinated and facilitated events that engendered community involvement in crime prevention, including dialogues, mediation, conflict resolution, multi-cultural, and intergenerational programs.

EDUCATION

Bachelor of Arts in Community Health Education, University of Florida, Gainesville, FL, 1989

CIVIC AND VOLUNTEER AFFILIATIONS

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| ◆ White Springs Government Advisory Committee | ◆ Centro Hispano Volunteer |
| ◆ White Springs Education Advisory Committee | ◆ White Springs Art Academy, Volunteer, Portfolio Review Committee |
| ◆ White Springs Educational Opportunity Center, Advisory Committee | ◆ Children's Hope Foundation, Volunteer, Special Events |

