

N a m e and Address Info Redacted

C E N T E R M A N A G E R, L A K E O S W E G O A D U L T C O M M U N I T Y C E N T E R

C O N T A C T

P E R S O N A L S T A T E M E N T

In leadership, I have found my strength to be building employee confidence by listening and implementing their insights and suggestions.

E D U C A T I O N

Master's Degree

Executive Masters of Public Administration
Portland State University, 2020

Bachelor of Arts

Sociology, minor in Business
University of Oregon, 1999

W O R K E X P E R I E N C E

Center Manager

Lake Oswego Adult Community Center 7/16/2021-current
12/2020-7/15/2021(interim)

I manage the center and programs that serve as a valuable resource for the adults of Lake Oswego.

- Participate in the project management of a 3.3 million dollar remodel
- Merged the Adult Center policies and promotions into the Parks and Recreation department
- Manage a 1.5 million budget and multiple grants

C E R T I F I C A T I O N S

Certified Parks and Recreation Professional (CPRP), 2021

Program Supervisor

Lake Oswego Adult Community Center 3/2017 – 12/2020
Supervised human service programs that included Meals on Wheels, transportation, and memory care.

- Process volunteers and coordinate opportunities
- Analyze and follow a budget including grant funding
- Co-facilitate the Aging Mastery Program

P R O G R A M S

Lake Oswego University, 2018

Leadership Lake Oswego, 2017

Administrative Support II

Lake Oswego Adult Community Center 1/2014 - 3/2017

- Created an invoicing system for Meals on Wheels
- Developed the VIP donation program

V O L U N T E E R W O R K

Special Olympics Coach, 20+ years

Business Supervisor

Coca-Cola Refreshments 10/2003 – 1/2017

- Managed the closing of three sold properties and merged them into one location
 - Created an electronic purchase order tracker
 - Provided company with a new item code that saved over \$800 monthly on copy paper
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