

## PROFESSIONAL SUMMARY

I am a seasoned and charismatic Recreation Professional focused on delivering excellence in the field of recreation programming, community partnerships and meeting revenue goals. I am highly successful at promoting and directing a large variety of activities that meets the needs of the entire community.

## SKILLS

- Certified Parks & Recreation Professional (CPRP) since 2020
- Organized and self-motivated
- Capable of making independent decisions that are in line with the values and goals of the organization
- Creative with an emphasis on collaboration and teamwork
- Reliable, detail-oriented and hard working
- Strong focus on leadership and communication
- Proficient in all programs, systems and applications utilized in Parks & Recreation programming
- Open-minded and inclusive

## WORK HISTORY

**Recreation Supervisor** / Lake Oswego Parks & Recreation - Lake Oswego, Oregon / January 2020 - Current

- Supervises Cultural, Outdoor and Fitness programs for LOPR including summer camps, inclusion program and 2 facilities.
- Supervises 34 employees including 1-full time staff, year-round part time coordinator and instructors.
- Oversees 25+ contracts including a comprehensive community rowing program, summer camp providers and instructors.
- Prepares and oversees the annual budget for each recreation program, monitors expenses and revenues and assists in long-range program planning.
- Tracks participation data and compiles reports, including quarterly reports, annual program analysis and program proposals.
- Recruits, hires and supervises program staff, instructors, contractors and volunteers including providing training and development.
- Develops and coordinates promotional and marketing materials in print and social media, including the annual Summer Camp Guide.

**Teen & Youth Program Coordinator** / Lake Oswego Parks & Recreation  
- Lake Oswego, Oregon / October 2007-January 2020

- Coordinates all teen and youth programming including oversight of the LO Teen Lounge, cultural programs, summer camps, Youth Action Council, and youth volunteer opportunities.
- Manages summer inclusion support program
- Recruits, hires and supervises program staff, instructors, contractors and volunteers including providing training and development.
- Acts as liaison to other departments, volunteer boards, City committees, the general public including contracted service providers and the Lake Oswego School District.
- Develops and coordinates promotional and marketing materials.
- Responsible for garnering sponsorship to assist in the implementation of program activities.

**ACCOMPLISHMENTS**

- Certified Parks & Recreation Professional (2020-present)
- Keynote presenter at the 2021 SPRINT Summer Leader Conference
- Recipient of the Oregon Recreation & Parks Association's 2017 Outstanding New Professional Award
- Recipient of the City of Lake Oswego's 2013 Employee Excellence Award
- Section President for the Oregon Recreation & Parks Association's SPRINT/RSS Section
- Keynote Speaker at the 2013 National Honor's Society Induction Ceremony at Lake Oswego High School
- Featured speaker at the SPRINT Summer Leader Annual Training 2010-2019
- Recipient of the 2018 "Clark W. Griswold" Award at LO Parks & Recreation's Annual Holiday Party