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Summary

I am passionate about empowering faith and community leaders to better serve their community. I have 17 years of experience and national connections working with leaders across multiple Administrations. I am recognized as a strong facilitator with charismatic presentation skills, leadership experience and desire to create learning environments within teams.

Professional Experience

2006-Present

Program Specialist/Associate Director

Center for Faith and Opportunities Initiatives
U.S. Department of Health and Human Services (HHS)
GS-13 since January 2008

- Presently lead initiative to build partnerships and engagement to address mental health; Support engagement from Center on the Opioid Crisis and other HHS Priorities
- Previously coordinated day-to-day operations as functional Deputy Director for Center as well as experience working in close coordination with White House Officials
- Adept at creating and facilitating online and in-person events that connect with local leaders
- Experienced at mobilizing key nonprofit partners in volunteer efforts to address needs and program outcomes
- Managed the President's Advisory Council for Faith-based and Neighborhood Partnerships, a 25 member council advising the President on strategies to reduce poverty and income inequality
- Coordinated with the White House and federal agencies on issues such as fatherhood and family stability as well as nonprofit capacity building
- Requested speaker for conferences and events about the importance of serving our community
- Led workshops for nonprofit leaders on strategic leadership and organizational development developing adaptive leadership skill sets and strengths-based approaches to organizational development
- Possess considerable knowledge base of national, state and local efforts and organizations working with nonprofit and faith-based partners
- Served in multiple leadership roles with White House Office of Faith-based and Neighborhood Partnerships and in transition between Administrations
- Broke down silos through collaboration and coordination across thirteen federal agencies
- Coordinated multiple meetings at and with the White House on issues including fatherhood, nonprofit capacity building and healthcare
- Facilitated and led multiple training meetings for diverse non-profit audiences

Professional Experience (cont.)

2004 - 2006

Policy Assistant

Center for Faith-based and Community Initiatives
U.S. Department of Health and Human Services (HHS)

- Work with Associate Directors and Director to accomplish tasks and support work
- Develop, finalize and prepare materials to provide to Senior HHS and White House Officials
- Draft speeches, reports and correspondence for Associate Directors and Director

2002 - 2004

Emerging Leader

U.S. Department of Health and Human Services (HHS)

- Selected from a field of 8,000 applicants to be part of the first class of 63 HHS Emerging Leaders (modeled on the Presidential Management Fellowship)
- Worked in Public Health track while receiving approximately 280 hours of Senior Executive Service training in the first year of the program
- Supported high-visibility projects within the Inner Office of the Secretary
- Helped finalize language for federal regulations

Education

Masters in Organizational Development and Knowledge Management

George Mason University: School of Public Policy
3401 Fairfax Drive, Arlington, VA 22201
Graduated 2007 with 3.90 GPA

Bachelors of Science with Concentration in Science Policy and Biotechnology

James Madison University: Integrated Science and Technology Program
800 South Main St., Harrisonburg, VA 22801
Graduated 2002 with 3.77 GPA

Skills

- Commended for ability to clearly explain complex programs and ideas
- Acknowledged in work environment as a team player who motivates staff and interns toward successful outcomes
- Adept at efficiently gathering, finding and summarizing information

Notable Achievements

- Worked closely and effectively with White House staff across multiple administrations
- Recognized expert at facilitating relationships between private and public sector