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LH

Address, City, State Zip
(XXX) XXX-XXXX; email: abc@xyz.net

RESUME

PROGRAM DEVELOPMENT AND TRAINING

- Conceptualizes, develops, and implements various education programs
- Designs and delivers oral presentations
- Trains agency staff and community representatives in the delivery of educational programs

PROJECT COORDINATION

- Manages grant-funded projects including determining methods and procedures for accomplishment of objectives in accordance with time limitations and funding conditions, progress monitoring, preparing reports, and evaluation of objectives
- Works with community agencies to avoid duplication of activities
- Liaison with funding authorities to handle implementation or budgeting problems

MANAGEMENT AND SUPERVISION

- Manages project staff activities and assignments
- Supervises, trains, and evaluates paid staff and student interns
- Writes reports on assessments and project activities and outcomes.
- Promotes public understanding and support for programs and services
- Provides strategic direction and visioning to constantly improve upon services

WORK HISTORY

2007 – Present

Job Title

Company Name, San Diego, CA

- Provide grant support to local offices in Orange County, Inland Counties, San Diego and Imperial Counties.
- Research grant opportunities to support mission related programs
- Write grants as needed for both local offices and statewide initiatives
- Provide consultation on program development and grant writing for offices around the state

2006- 2007

Job Title

More of Job Title

Company Name, San Diego, CA

- Oversee asthma, adult lung health and tuberculosis programs for San Diego County.
- Responsible for hiring and supervising program staff; have supervised up to 10 staff at once
- Developed and successfully secured federal funding for a comprehensive community asthma program in National City (two successive grants from the Office of Minority Health; \$750,000 each)
- Research grant opportunities for regional area (San Diego, Imperial, Inland and Orange Counties)

LH
Resume

- Identified and created collaborative projects with community partners. Most recently secured a 5-year, \$1 million grant from CDC for the San Diego Unified School District to implement an Asthma Management Project focused on policy development and implementation, developing community partners, strengthening relationships with health care providers, especially community clinics, and education. ALA is a partner in this project.

1999-2006

Job Title
Company Name, San Diego, CA

- Successfully led the development and implementation of a county-wide childhood asthma initiative with multiple partners in 2001 which continues today in various forms.
- Lead person for development of the San Diego Regional Asthma Coalition
- Established a TB patient assistance fund for people requiring quarantine and unable to work
- Oversaw implementation of community presentations for people with COPD
- Secured over \$4 million in funding for programs; managed budgets successfully
- Wrote and monitored subcontract agreements to ensure program objectives were met and funds spent appropriately

1998 - 1999

Job Title
Company Name, San Diego, CA

- Organized 3-day workshops for communities focused on fostering collaboration, understanding, reduction of duplication of services and creating agency linkages among health and social service agencies

1989 - 1998

Job Title
*Company Name, Health and Human Services Agency,
San Diego, CA*

- Conducted community presentations on STDs and HIV
- Provided HIV education and counseling for patients in HIV program
- Worked with San Diego Unified School District to implement an HIV peer education program

1985 - 1989

Job Title
Company Name, San Jose, CA

- Restored community health education programs
- Success in obtaining state grant to conduct teen pregnancy prevention program

EDUCATION

1984
1982

ABC University
XYZ University
B.S. — Community Health Education

CERTIFICATIONS

Certified Health Education Specialist (CHES)

MEMBERSHIPS

LH
Resume
Society of Public Health Educators
American Public Health Association