

2018-545

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**OBJECTIVE:** To serve in a position with a social agency to help them carry out their mission in the most effective manner and allow me to exercise my gifts and talents by equipping and empowering people through teaching, administration, and service to humanity.

**EDUCATION:**

Paxon High School, Jacksonville, Florida

**Volunteer Related Work Experience**

**Vice-President and Treasurer**

- Jun. 2016 – Present: Resident Management Corporation at The Blodgett Villas, Jacksonville, FL
- Assist in the development and management of the annual budget for Blodgett Villas RMC
  - Budget and plan events and activities for the Blodgett Villas RMC
  - Develop and implement seminars that focus on how to be a successful Blodgett Villa Resident
  - Manage budget for each RMC event
  - Report and record all financial activity for the RMC

**Treasurer**

- Jan. 2017 – Present: Residents Advisory Board Jacksonville Housing Authority, Jacksonville, FL
- Assist in the development and management of the annual budget the Advisory Board
  - Develop monthly financial report for the executive board members of the Advisory Board
  - Receive monthly dues from all members of the Advisory Board
  - Prepare monthly bank deposits on behalf of the Advisory Board

**Vice-President**

- Aug. 2015 – Present: Helping Hands Ministry, Jacksonville, FL
- Provide spiritual and emotional care for persons and families living with HIV
  - Schedule monthly seminars with professional medical staff to further encourage group participants how to manage and live full lives. in caring for patients
  - Listen to the concerns of group participants and their families
  - Encourage group participants in their time of need
  - Intercede in prayer for group participants and families to address their concerns and needs
  - Create a safe space of love and encouragement for the participants and their families regardless of spiritual condition or religious background

**Vice-President**

- Jun. 2013 – Present: A GLOW International Ministry, Jacksonville, FL
- Develop a curriculum for the small group bible study geared toward prison ministry
  - Organize and schedule monthly briefing meetings
  - Teach Bible study lessons
  - Develop lesson plans for Bible study
  - Train and develop others to become teachers and prison ministry workers
  - Assess and report spiritual growth and progress of the organization to the national headquarters
  - Provide spiritual care for families who participate in the small group meetings