**WORK EXPERIENCE**

* September 2020 to April 2021

**Wheeler Nursing Home & Rehabilitation – Cook**

Prepare and serve meals to residents according to doctor’s orders

Maintain food temperature records

Maintain a clean kitchen

* May 2019 – September 2020

**Advantage Solutions – Demo Specialist**

Set up and display grocery and retail products in stores such as Walmart, Kroger, Cosco, etc.

Interact with customers to encourage sale of product

Document all activities from beginning to end

* 2017 - Present

**Grants4U - Founder**

A servant of God called to spread the Good News, positively impact lives and change communities. As a results-driven, dedicated and accomplished development professional, I have over twenty-five (25) years as a planner, facilitator, coordinator and presenter of public relation events and fundraisers for religious and nonprofit organizations. I am also an accomplished proposal writer.

* May 2016 - November 2016

**Pathways Foundation of Southwestern Pennsylvania -**

**Director of Development**  
Researched, developed, and facilitated all fund development activities  
Oversaw all public relations and social media  
Achieved program targets of more than $1,000,000

* June 2013 - May 2016

**Horizons of Tuscarawas & Carroll Counties, Inc.**  
Researched, developed and facilitated all fund development activities for 8 counties  
Oversaw all public relations and social media  
Achieved program targets of more than $6,000,000 annually

* August 2010 - March 2013

**Sutton’s Taste of Heaven - Owner**  
Coordinate all restaurant operations: hiring, training, ordering, menu preparation, payroll, catering, special events, food preparation, advertising, public relations  
Introduced new food items to the community  
Offered a budget friendly family dining atmosphere

* January 2012 - September 2012

**Mount Olive Missionary Baptist Church - Pastor**  
Prepared and delivered weekly sermons and Bible Study Lessons  
Visited the sick and shut-ins  
Facilitated weddings and funerals upon request

* 2008 - March 2010

**Grandma's Homestead Restaurant - Kitchen Manager**  
Coordinate all kitchen operations: menu preparations, food preparation, training staff, ordering and inventory of stock, plate presentations

* January 1999 - July 2007

**United Church of Christ**  
**Associate** **Pastor** **for** **Community** **Life** (Washington UCC, Cincinnati, Oh \*1999-2002)  
**Director** - **Racial** **Justice** **Youth** **Ministry** (St. Peter’s UCC, Cincinnati, Oh \*2002-2005)  
**Advocate** **for** **Youth** & **Justice** (First Grace UCC, Akron, Oh \*2005-2007)  
Coordinate and facilitate family and youth events (raising funds as needed)  
Increased community participation from 20% to 80%  
Increased financial support  
Developed new outreach tools  
Increased networking and collaborating partnerships  
Increased volunteer base by 60%  
Developed and facilitated workshops/seminars/retreats

Advocated and created jobs for at-risk youth

Missionary trip to Kenya  
**Education**

Master’s in Human Services - **Social & Community Services**

Bachelor's in Science -**Biblical Studies & Youth Ministries**

**Skills**

Leadership, team building, public speaking, fundraising, community development, public relations, community outreach, strategic planning, event planning, research, grant writing, social media, Microsoft office, marketing, volunteer management, advocacy, teaching

networking, time management

**Community Organizations**  
Rotary District 6650 - Assistant Governor, Division 3B - 2015-2017 Twin City Ministerial Association - Vice President - 2016-2017 Dennison Rotary Club - President - 2014-2015 New Era Baptist District Association & Affiliated Churches - 2007 - Present Twin City Chamber of Commerce - Uhrichsville/Dennison - 2011-2012 Metropolitan Area Religious Coalition of Churches - Cincinnati, Oh - 2000-2005 Cincinnati Coalition for the Homeless - Chairperson - Cincinnati, Oh - 2000-2005

**Awards/Recognitions**  
Covington Who’s Who Exclusive Lifetime Membership - 2014 Pillars Club - Distinguished Service to Church & Community - 2014 Congress of Christian Education - Christian Service Award - 2013

Maurice P. McCracken “Peace & Justice Award” - 2004   
Jimmy Render Award - 2002

Ministry to the City “Honorable Mention” - 1994

**Public Speaking Engagements**

* Spoke on the radio during campaign for Mayor
* Preached throughout the U.S., in Canada and Kenya
* Lead Moderator at the United Church of Christ General Assembly in 2007, led three diverse groups to consensus on issues of immigration, and then presented the motion to the delegation of 10,000 for a unanimous vote.
* Keynote speaker at youth events
* Presented a “Peanut Butter & Jelly" Series at the University of Cincinnati

**Publications & Writings**

Editor and lead writer for "On the Horizon" a quarterly publication of Horizons, Inc.

Columnist for "Streetvibes" a monthly newspaper addressing homelessness

**Licenses & Certifications**

* ServeSafe - Food Service Certification
* CPR & AED
* Grant Writing
* Crisis Intervention Certification
* Ordained Minister License
* National Certified Chaplains Association (Lifetime Membership)
* Certified Pastoral Education