

Taylor Ford

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OBJECTIVE

I seek to work in an environment that will challenge me further while allowing me to contribute my leadership skills, knowledge of staff and program development and team building skills to the continued growth and success of an organization.

SKILLS

- Recruitment, training and evaluation
- Supervising staff, youth and volunteers
- Experienced in public speaking
- Donation solicitation
- Excellent communicator
- Working with diverse populations
- Program development
- Self-motivator
- Delegation of activities and responsibilities
- Skilled relationship builder
- Data collection
- Detail-oriented
- Microsoft Office
- Multitasking
- Team focused

SUMMARY OF QUALIFICATIONS

- Serve as primary liaison to school site partners and actively collaborated with administration to develop best practices for programs.
- Support program operations, including organization, prioritization, development of timelines and accountability for results for tutoring and after school program.
- Supervise staff of up to 20 Napa County Office of Education Staff and AmeriCorps Members serving more than 250 program participants.
- Provides project leadership to partner site staff and AmeriCorps members ensuring that work/service is completed with accuracy, on time, and in accordance to program standards.
- Participate in the development of ongoing training and development projects program-wide.
- Track all data and assessment results to provide accurate information for organizations' various funders.
- Responsible for development of project training curricula and materials including researching and adapting existing materials as appropriate.
- Provides on-site meeting coordination for staff support including collaborating with on-site partners, problem solving, mediation.
- Coordinate program-wide intramural tournaments for up to 120 student athletes.
- Responsible for development of project training curricula and materials including researching and adapting existing materials as appropriate.
- Participate in development of program recruitment plan, contact potential hires, provide initial guidance through HR paperwork and develop preliminary trainings for incoming hires.
- Represent the project to outside entities including board members, consultants, advisory committee members, and constituents.

PROFESSIONAL HISTORY

2010- Current	Site Supervisor	Napa County Office of Education • <i>CalSERVES AmeriCorps</i>
2009-2010	Assistant Program Coordinator	Napa County Office of Education • <i>CalSERVES AmeriCorps</i>
2007-2009	AmeriCorps Mentor	CalSERVES AmeriCorps
2006-2010	Lead Sales Associate	Sports Authority

EDUCATION

- Arizona State University; Tempe, Arizona
- *Bachelors of Science: Communications*