

Determine organizational capacity for implementation of new projects and directions, and lead on special projects as needed.

Advise ED on internal communications and ensure transparent decision-making processes and clear direction setting.

Engage staff/teams as appropriate in decision-making processes.

Strengthen communication and collaboration platforms for global team interactions and information sharing, working closely with the regional and local partners.

Strategically represent organization with key partners, funders, and donors, as needed.

Assist ED in prioritizing issues and agenda setting for leadership and staff discussions.

Instructional design/course development such as writing learning objectives, determining the scope of educational projects, creating the layout of the instructional material, working with subject matter experts (when I am not the subject matter expert), writing content, assisting in the development of audio, visual, and interactive media aids, planning and creating assessments. One example is the Adult Learning Principles course started in Jan 2022.

Developed the train-the-trainer curriculum for experienced trainers who want to become Mentors for the UTC Mentorship Curriculum. Conducted the sessions as the Master trainer.

SEPT 2019 – AUGUST 2020

UNIVERSITY OF CA – SAN DIEGO

PROGRAM ADMINISTRATOR (CONSULTANT ON INTERNATIONAL GRANT)

Provide administrative support for the organization and implementation of Universal Treatment Curriculum basic course trainings in three countries - Serbia, Albania and Ukraine including communication with University personnel, trainers for the UTC, participants in the training, and others.

JAN 2017-JAN 2020
REDUCTION

INT'L CONSORTIUM OF UNIVERSITIES FOR DRUG DEMAND

Coordinator (ICUDDR)

Coordinate global conferences, trainings, and meetings including planning, implementation, and participation (Prague, Europe; San Diego, CA; Cusco, Peru). Plan and implement ICUDDR meetings and presentations at the annual ISSUP/International Addictions conferences.

Participate and provide presentations at meetings and conferences (domestic, international) related to ICUDDR and partner organizations.

Convene meetings with member committees.

Facilitate member learning collaboratives and webinars.

Liaison with ISSUP and other partner organizations.

Assist in marketing and media/public relations activities including creating and implementing professional newsletters.

JAN 2020-

Compile a database of participating North American Universities to track how the UTC is being used and maintain contact information.

FEBRUARY 2015-MAY 2017 D

Conduct intake interviews and clinical staffings; facilitate interdisciplinary treatment team meetings; conduct agency trainings for new staff; lead Domestic Violence and other therapeutic and educational groups; oversee hiring process for facility.

Monitor co-occurring services and progress towards stronger dual diagnosis program including meeting requirements to receive funding for co-occurring services.

Maintain standards of 65D-30 documentation and requirements of DOC contract.

COUNSELOR, SAMI (SUBSTANCE ABUSE AND MENTAL HEALTH) STAFF

UNIVERSITY OF TAMPA

ADJUNCT INSTRUCTOR, CRIMINOLOGY & CRIMINAL JUSTICE

Special Topics: Trauma in the Criminal Justice System (developed new course; Spring 2020, Spring 2021)

Introduction to Criminology (Spring 2019, Fall 2019, Fall 2020, Spring 2021)

Guest Lectures

- Pre-clinical skills in Multidisciplinary Behavioral Healthcare Services (Dr. Nev Jones; Spring 2018)
- Drug Treatment in Multidisciplinary Behavioral Healthcare (Dr. Khary Rigg; Fall 2017, Spring 2018, Fall 2019)
- Crisis Intervention skills in Behavioral Healthcare Field Experience (Dr. Roger Peters; Fall 2017, Spring 2018, Spring 2019, Summer 2019; Dr. James Epps, Fall 2019)
- Co-Occurring Disorders and Integrated Treatment in Recovery-Oriented Mental Health Services (Dr. Kristin Kosyluk, Summer 2019, Fall 2019, Fall 2020)

Presentations, Trainings, 11(t)5()5(i)17(n)11()5(R)-4(e)-11(co)-11(v)23(e)-11(r)-7(y)

Webinar selected by NAADAC for 2023 webinar series (30 chosen from 190 submissions); to be held in December 2023.

Two submissions accepted for the Lisbon Addictions conference Nov 2022; attended, presented, and answered questions:

- e- Treatment Workforce through a
(recording available: [Improving the Addiction Treatment Workforce through a Structured Mentorship Program - YouTube](#))
- e-poster selected and chosen for e- -line
strategies and tools in academic addiction specialty education in post-COVID

