

Paulette Goines

Project Facilitator

SHN-358 N. Main, Wichita KS 67201; paulette.goines@wichita.edu

HIGHLIGHTS

Professional

Highly motivated to achieve set goals
Willing and able to assume responsibility
Committed team player with leadership qualities
Competitive and thrive in challenging situations
Excel in written, verbal communication and presentation skills
Strong skills in Microsoft Office Suite (Word, Word Perfect, Excel, PowerPoint, Access, SPSS)

EDUCATION

Master of Public Administration Wichita State University, Wichita, KS May 2002
Baccalaureate of Arts Sociology,
Women's Studies, Minority Studies Wichita State University, Wichita, KS May 1997

PROFESSIONAL EXPERIENCE

Self-Help Network, Wichita, KS

2/05 - present

Project Facilitator

Provide technical assistance in starting a nonprofit, strategic planning, board training, focus group and survey data collection, curriculum development and training in skills needed by leaders, and organizational assessment and capacity building resources. Prepare quarterly reports and assist in financial planning.

Highlights:

- Facilitate and provide technical assistance for grassroots collaboration to end disproportionate minority contact with the Juvenile Justice.
- Provide technical assistance to faith-based and community organizations.

Domestic Violence Coalition-Wichita, KS

12/03 - 2/05

Domestic Violence Prevention Enhancements Through Leadership and Alliances (DELTA) Project Coordinator

Solicit, develop, and promote collaboration with community entities and programs to plan initiatives that combat and end the cycle of domestic violence. Supervise practicum students and volunteers. Facilitate and mediate community groups. Assist in community assessments. Engage community entities in strategic planning. Complete budget and narrative reports. Engage in project management. Assist in grant writing.

Highlights:

- Successfully engaged 40 community entities to collaborate and assess the needs of the community.
- Member of the Impact assessment team for United Way.
- Collaborated with city and county governmental agencies, nonprofits, Miss Kansas, business sector, youth organizations, police department and religious organizations.
- Organized and facilitated eight projects with adults and adolescents.

- Developed organizational structure within DELTA project under the guidance of the Communities that Care Model.
- Coordinated, created and/or managed the following projects:
 - Public Service Announcements: local school has agreed to partner and dedicate one year to having students create their own public service announcement videos.
 - Art Project: local teens create artwork to display.
 - Created and coordinate a Community Speakers Bureau which members consists of the police department, Kansas Children s Service League, community members, Harbor House, and YWCA.
 - Teen Magazine project: teens will have ownership over magazine
 - Awareness video
 - Expect Respect Curriculum: Implemented and coordinated opportunities to teach teens healthy behaviors in relationships.
 - Website: Coordinated development of DELTA Project website.

Sedgwick County Government Wichita, KS

06/02 - 05/03

Management Intern

Engage in project management, strategic planning, problem solving, investigations and contract compliance, and negotiations. Analyze data, develop political partnerships, analyze wage administration techniques, analyze budgets, organize events, train employees, provide leadership, facilitate groups, develop and implement policies, analyze and develop programs.

Highlights:

- Coordinated Bowl For Kids Sake 2003 for Board of County Commissioners.
- Negotiated contract that saved Sedgwick County \$20,000 per year.
- Co-chaired and staffed the development of Emergency Medical Systems Quality Council for Sedgwick County and surrounding communities.
- Created EMSS Charter.
- Conducted a fee study to investigate the availability of possible revenue sources.
- Managed the dissolution of Delano Township.
- Created countywide policies and procedures for the new enterprise system for Sedgwick County.
- Member of the Kansas Coliseum Management Team.

Social Rehabilitation Services Wichita, KS

03/99 - 06/02

Economic Employment Specialist

Conduct case management, intakes, job assessments and interviews for job placement. Assist clients with goal setting; career counseling, and process benefits; monitor and evaluate on-the-job training progress; advocate for customers. Utilize accounting principles by preparing budget reports; analyze and interpret policies and regulations.

Highlights:

- Successfully managed 150-200 caseloads.
- Was in the 95th percentile for being timely and adequate.

Wichita Treatment Center Wichita, KS

07/97 - 03/99

Drug and Alcohol Counselor

Provide cognitive and behavioral modification treatment counseling, coordinate treatment plans, and design group therapy.

Highlights:

- Coordinated treatment plans with physicians and medical staff.
- Voted most successful counselor by staff.

VOLUNTEER EXPERIENCES

2000-present: Assistant Superintendent for Sunday school

- Manage and supervise teachers and students

1994-1999: Crisis Counselor, YWCA Women s Crisis Center

- Crisis management and refer clients to community resources

1993-1998: Youth Manager, Young People Willing Workers

- Manage youth programs and coordinate fundraising events

1990-present: Chief Financial Secretary for local church

- Maintain financial records, maintain budget, and make fiscal recommendations