**PROFESSIONAL EXPERIENCE**

**Gerald Evans Chiropractic Center,** New Milford, Pennsylvania

*Medical Office Bookkeeper*Aug. 2013-Present

* Create and update protocols for accounts receivable and collections.
* Responsible for both patient and insurance accounts receivable follow-up/resolution and account aging.
* Track revenue streams to assess efficacy of billing protocols.
* Perform statistical analysis of patient outcomes.
* Assist with patient scheduling, payment counseling, and intake.

**Ronald McDonald House of Scranton,** Scranton, Pennsylvania

*Executive Director*July 1998-May 2002

* Created staff job descriptions and supervised the House Manager.
* Recruited, scheduled, and supervised volunteer corps comprised of approximately 20 weekly house volunteers and approximately 100 event volunteers.
* Coordinated recurring fundraising events as well as solicited and documented general donations.
* Planned, oversaw, and executed public relations and advertising.
* Registered, counseled, and interacted daily with guests.
* Oversaw physical site and coordinated or procured supplies and repairs as needed.
* Informed and communicated with the Board of Directors and coordinated services with staff from various hospitals and other facilities.
* Managed and supervised the use of operating funds.

**Keystone Independent Living, Inc.; Keystone City Residence,** Scranton, Pennsylvania

*Community Living Arrangement and Supported Living Program Specialist/Family Living Specialist* July 1994-May 1998

* Supervised and evaluated services provided to persons with developmental delays.
* Responsible for staff issues, program plans, quality assurance, and regulatory compliance, while repeatedly earning 100% regulatory compliance.
* Nurtured supportive and healthy relationships between all members of the support team.

*Supported Living Coach*Nov. 1991-July 1994

* Worked with persons with developmental delays to ensure a safe, productive, and independent life.
* Assisted individuals in higher-level tasks such as banking and money-management, shopping, healthcare, and other more complicated living tasks.

**PARISH LIFE**

**St. John Vianney Parish**, Montdale, Pennsylvania

*Ministry Coordinating Commission Member* June 2016-Present

* Help to oversee and coordinate all of the parish ministries guided by the Bishop’s pastoral letter, *“Wounded and Loved, Regathering the Scattered”*.
* Work to actualize the goals set forth by the Parish Council through the creation of action plans and the recruitment of and cooperation with parish volunteers.
* Create programs for Lent to recruit and work with parish volunteers with the goal of reaching inactive members of the parish community, particularly families and younger adults.
* Designed and completed a survey of young adult and families’ ministerial wants/needs, and recruited and coordinated volunteer parishioners to help execute the survey.

*Substitute Religious Education Teacher* May 2016-Present

* Proficiently deliver lessons and facilitate discussions on religious education when needed.

*Parish Mission Committee Member*Sept.2016-Dec. 2017

* Helped plan, execute, and evaluate a four-day Parish Mission in the Fall of 2016 and 2017 including arranging advertising, refreshments, theme, and volunteers.

*Religious Education Teacher, 7th Grade* May2014-May 2016

* Collaborated with parents and colleagues to support students' religious education and addressed any concerns or challenges that occurred.
* Created engaging lesson plans that encouraged active participation, reflection, and discussion among the students.

*Confirmation Preparation Teacher* Aug. 2014-Aug. 2016

* Developed a comprehensive curriculum for Confirmation preparation that covered key teachings, sacraments, and practices of the Catholic faith.
* Guided students in understanding the significance of the Sacrament of Confirmation and its role in their spiritual journey.

**Holy Name of Mary Parish**, Montrose, Pennsylvania

*Pre-Cana Program Coordinator/Presenter* May 1998-April 2008

* Worked as a presenting couple for one year, and coordinated and presented the remaining ten years.
* Changed the curriculum of the program according to personal Master’s Thesis research, bringing in new resources and reworking the format to make it more effective.
* Recruited, trained, and coordinated parish volunteers.
* Analyzed attendee feedback forms and implemented ongoing changes to ensure a meaningful experience for Pre-Cana couples.

**CHILD CARE EXPERIENCE**

***Nanny***, Private Family, Harford, Pennsylvania Summer 2007-Fall 2012

***Nanny***, Private Family, Clifford, Pennsylvania Fall 2006-Fall 2011

***Nanny***, Private Family, New Milford, Pennsylvania Fall 2005-Summer 2006

**VOLUNTEER EXPERIENCE**

**Swarthmore College**, Swarthmore, Pennsylvania

*Admissions Interviewer* Fall 2016-Present

* Interview prospective first-year students and compile and submit interview evaluation forms.

**Mountain View School District**, Kingsley, Pennsylvania

*Volunteer*Fall2003-Present

* Hold positions including Remedial Reading Tutor and Classroom/Field Trip Chaperone.

**Scranton Preparatory School**, Scranton, Pennsylvania

*Volunteer* Fall 2012-Spring 2016

* Volunteered in Parent Teacher’s Association to plan and implement various events through the school year.

**Mountain View Jr./Sr. High School**, Kingsley, Pennsylvania

*Odyssey of the Mind Coach* Fall 2011-Spring 2012

* Coached team of students through a year-round school competition that encouraged development of problem-solving skills, teamwork and collaboration, and creativity.

**EDUCATION**

**The University of Scranton,** Scranton, Pennsylvania

Master of Arts in Theology

Master’s Thesis: *“Marriage Preparation in the Roman Catholic Church”*

Honors: Alpha Sigma Nu

**Swarthmore College,** Swarthmore, Pennsylvania

Bachelor of Arts in Psychology

Awards: Lily Tily Richards Scholarship, 1989 Scholastic All-American