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## **PROFESSIONAL PROFILE**

Senior level manager with over 30 years of experience. Extensive background in leadership and management in state government, public sector, alumni relations and community settings. Expert in the field of program development. Detail oriented, consistently exceeding job requirements, self-motivator, meeting deadlines and working well under pressure. A proven record of team building, motivating others and producing results. Experienced public speaker.

## **PROFESSIONAL EXPERIENCE**

*2009 – Present*

*Assistant Director for Alumni Relations, Sam Houston State University*

Responsibilities include: membership program management to include membership acquisition, retention and tracking; coordination and implementation of all marketing material related to the alumni association membership programs and events; management of the alumni relations social media sites; responsible for the content, design and editing of the Kat Konnection quarterly newsletter; work closely with contracts and procurement to ensure direct mail pieces are in compliance with state regulations; supervise the student office staff. Serve on numerous university committees: SHSU Marketing Committee; SHSU Master Plan Committee; New Student Convocation Committee and others as appointed. Responsibilities until March 2013 also included: advisor to the student alumni association, coordination of statewide alumni clubs; coordinator for alumni scholarship programs; and responsible for all aspects of the alumni sponsorship program.

*2006 – August 2009 (retired)*

*Manager III, Rehabilitation and Reentry Programs Division, Texas Department of Criminal Justice (TDCJ)*

Responsibilities include: the management of rehabilitation and reentry services statewide to include: volunteer development, recruitment and operations; chaplaincy operations; grant funded initiatives; DNA testing services and special projects requiring research and program development. Responsible for the development and implementation of two new programs and the expansion of the Gang Renunciation and Disassociation (GRAD) program. Lead a staff of approximately 150 employees. Manage an annual operating budget of over five (5) million dollars. Extensive interaction with state legislators, TBCJ members, faith based organizations, community based organizations and the public.

*2003-2006*

*Program Director, Serious and Violent Offender Reentry Initiative (SVORI), Rehabilitation and Reentry Programs Division, TDCJ*

Responsible for the development, implementation and management of the SVORI program. The program was the result of a three (3) year, 2 million dollar grant through the United States Department of Justice. The SVORI program was the first computer based interactive in-cell program in the United States and has since served as a model for several states throughout the country. Responsibilities included: curriculum development, grant reporting, developing policies and procedures; contract negotiation; and coordination with other divisions, agencies and contractors to ensure that the program development was comprehensive and inclusive of all aspects.

*2002-2003*

*Director of State Jail Substance Abuse operations, Rehabilitation and Reentry Programs Division TDCJ*  
Oversight and management of Substance Abuse Treatment Programs (SATP) and SATP staff at the state jail facilities. This included therapeutic communities at 10 state jails. Employed approximately 109 staff in the facility programs and 6 central office operations staff.

*1999-2002*

*Program Administrator, Rehabilitation and Reentry Programs Division, TDCJ*

Oversight of special programs and projects for the Rehabilitation and Reentry Programs Division. Responsibilities included: the development and implementation of the Gang Renunciation and Disassociation rehabilitative programming; development of the Plane State jail "Long Distance Learning Program" which is collaboration with the Texas A&M Extension Service and Houston Rotary club and; coordination of the annual Governors Criminal Justice – Volunteer awards ceremony. Chair of the volunteer coordination committee.

*1997-1999*

*Parole Analyst, Parole Division, TDCJ*

Management of the field and intensive supervision placement programs; coordinated inmate transfers into the work release program and the Pre-parole program; supervised staff. This position required daily contact and coordination with contracted facilities and the public.

*1993 - 1997*

*Board Member, Texas Board of Pardons and Paroles*

Served under the direction of Governor Ann Richards and Governor George Bush. Responsible for the release, hearing and clemency decisions for offenders incarcerated in the TDCJ. I served on the rules committee; chaired the Special Needs committee; and worked on numerous other committees involving the Board, TDCJ and other state agencies. Responsible for the development and coordination of the Board training which was legislatively mandated in 1995, requiring new members to complete prior to making parole decisions. Prepared an in-depth response to a report that was being released by the Criminal Justice Policy Council. Worked with the legislature on parole issues.

*1989 - 1993*

*Parole Analyst, Parole Division, TDCJ*

Responsible for oversight and management of the Special Needs placement program and the Pre-Parole placement program. Duties for both programs included case analysis for program eligibility and coordination with contracted facilities for placement; monitoring population and contract compliance; and evaluation of programs. In 1993 I was instrumental in the development and implementation of the Therapeutic Treatment Center (TTC) placement procedures.

*1983 - 1989*

*Parole Officer, Parole Division, TDCJ*

Responsibilities included: caseload management of approximately 100 parolees; development and implementation of rural drug education programs; management of a state contracted half-way house and the management of the internship program between the TDCJ-PPD and SHSU (Dr. Pauline Loveless) from May 1984 through August 1987.

## **EDUCATION**

1982 BS, Criminology and Corrections, Sam Houston State University

1990 MA, Health, Sam Houston State University

## **AWARDS, RECOGNITIONS AND CIVIC SERVICE**

- SHSU - Eta Sigma Gamma – Health honor society – past member

- SHSU – KAT (Kudos & Thanks) awarded in 2011
- SHSU – SAMMY nominee in 2012 for Student Organization Advisor of the Year
- SHSU – recognition for SAM 136 – IDEA scores in 2010
- Walker County Crime Stoppers, Past member
- City of Huntsville, Mayor’s Drug Taskforce, past member
- Huntsville ISD, Parent Teacher Organization – Officer 2000-2009
- American Correctional Association, member
- Texas Corrections Association - past member, southeast committee chair, served on the legislative advisory committee for two terms.
- Texas Parole Officers Association –past member, political action committee member
- Special Olympics, volunteer Aquatics coach, 1988-1995.
- First Christian Church, member and deacon
- Recognition by the Texas Board of Pardons and Paroles for outstanding service to the State of Texas.
- Received numerous recognitions over the years for professional accomplishments