

# **Paula Boros, Ph.D., LMFT, AAMFT Approved Supervisor**

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## EDUCATION

### **Doctor of Philosophy in Family Therapy**

*Nova Southeastern University (NSU)*

May 2019

Fort Lauderdale, FL

### **Master of Science in Family Therapy**

*Nova Southeastern University (NSU)*

July 2015

Fort Lauderdale, FL

### **Bachelor of Arts in Psychology**

*Saint Martin's University*

May 2013

Lacey, WA

## RELEVANT COURSES

- Fundamentals of Teaching
- Teaching Practicum (x3)
- Fundamentals of Supervision
- Supervision Practicum (x5)
- Research Internship
- Grant Writing
- Infant Mental Health
- Military Families
- Introduction to Equine-Assisted Family Therapy
- Advanced Equine-Assisted Family Therapy
- Psychology of Women
- Body Image and Eating Disorders
- Psychology of Dreams

## CREDENTIALS AND LICENSURES

Collaborative Divorce Certified

January 2019

Hypnotherapist, Florida

July 2018

AAMFT Approved Supervisor

February 2018

CAHSS Equine-Assisted Family Therapy Certificate (completion of intro & advance class)

January 2018

Licensed Marriage and Family Therapist (LMFT), Florida

January 2018

## TEACHING AND TRAINING EXPERIENCE

### **Teaching Assistant (TA)**

January 2017- July 2018

*NSU Department of Family Therapy*

Fort Lauderdale, FL

- Introduction to Equine-Assisted Family Therapy; Qualitative Research I; Qualitative Research II
- Interacted with students in both in-person and online platforms by responding to Canvas discussion posts
- Taught class lessons in engaging methods by using interactive tools in the online environment
- Collaborated with instructor to revamp course syllabi and curriculum to match needs of the departments
- Uploaded and monitored class content to the classroom web platforms: Blackboard and Canvas
- Assisted professors in the technological transition from web platforms from Blackboard to Canvas
- Ensured goals and objectives continued to meet COAMFTE accreditation standards
- Steered students on the requirements and processes for individual programs

## MARRIAGE AND FAMILY THERAPY CLINICAL AND SUPERVISION EXPERIENCE

### **AAMFT Approved Supervisor**

May-August 2019

*Healing Arts of South Florida International, Inc.*

Tamarac, FL

- Supervised individual Master students during clinical internships accordance to COAMFTE/AAMFT standards, ethics, & principles for required clinical experience in preparation of MFT program requirements
- Discussed clinical cases through a systemic orientation for professional and personal development
- Provided tools for students to manage therapeutic conversations, case consultation, composed notes
- Assisted with composing and reviewing notes for accuracy

**LMFT and Hypnotherapy Clinician**

January 2018- May 2019

*NSU Brief Therapy Institute (BTI)- Family Clinic*

Fort Lauderdale, FL

- Assisted families, couples, and individuals to move from a place of discomfort and into a place of comfort using their own strengths and resources to bring them to a place they want to be in their lives
- Continued to strengthen clinical skills working with clients and families diverse in ethnic and cultural backgrounds, religious affiliations, and sexual orientations
- Addressed clients concerns and issues and aided them to move to a more comfortable place in their lives; creating opportunities for effective positive change
- Contacted, scheduled, executed appointments and maintained clinical records with accuracy

**Clinical Supervisor**

May 2016- September 2019

*Systemic Changes in School (Promise Program) and NSU Family Clinic, BTI*

Fort Lauderdale, FL

- Supervised individual/group Master and Doctoral students during practicum and clinical internships
- Discussed clinical cases through systemic orientation in accordance to COAMFTE/AAMFT standards, ethics, and principles to assist students in therapeutic orientation and model understanding
- Promoted professional development and personal growth through case consultation, supervision, and mentorship of MFT program, preparation of clinical hours, accuracy of records, and licensure requirements through face-to-face, online video conferencing, and one-way mirrors
- Disseminated resources to the families and school system to further promote success of struggling students

**Master's and Doctoral Clinician**

January 2014- May 2019

*NSU BTI- Family Clinic*

Fort Lauderdale, FL

- Developed and strengthened clinical skills working with clients-individual, couples, families, and groups of diverse ethnic and cultural backgrounds, religious affiliations, and sexual orientations to name a few
- Addressed clients concerns, utilizing therapeutic models and techniques to aid them in movement of positive change for an increased comfortable place in their lives
- Contacted, scheduled, executed appointments and maintained clinical records with accuracy

**Master's and Doctoral Clinician**

April 2014-October 2017

*Systemic Changes in School (Promise Program)*

Fort Lauderdale, FL

- PROMISE: Prevention, Recidivism, Opportunities, Mentoring, Intervention, Supports, Education
- Participated in the development and implementation of a nationally recognized program designed to interrupt the school to prison pipeline, by providing assessment and crisis intervention to at risk youth
- Provided psychosocial assessments, standardized testing, and brief solution focused therapy for Kindergarten-12<sup>th</sup> grade youth suspended for behavior issues
- Assisted with the program's reduction of recidivism rate from 50 percent to 8 percent in its first year by continuing the success of working systemically between the school, student, and families

**Master's Clinical Internship**

August 2014-April 2015

*Broward Outreach Center*

Pompano Beach and Hollywood, FL

- Delivered behavioral health services to residential clients through individual and group therapy sessions
- Advanced competencies of therapeutic skills needed to assist clients with Bio-Psycho-Social issues such as: assessments, treatment plans, referrals, and discharges to name a few
- Displayed proficient oral and written clinical skills such as: scheduling, records keeping, monthly reports, clinical evaluations, treatment plans, preparing groups, individual/family therapy for specialized population
- Collaborated case and behavioral health departments to assist clients for smoother transition, increased societal productivity, and reduction of reoccurrence of homeless by linking them to appropriate services

## PROFESSIONAL PRESENTATIONS AND PUBLICATIONS

- Boros, P. (2019). *An interpretive phenomenological analysis of women veterans transitioning back into civilian life* (Doctoral dissertation). Retrieved from ProQuest. (13882515). June 2019
- Dissertation Final Defense: An Interpretive Phenomenological Analysis of Women Veterans Transitioning Back into Civilian Life March 2019
- Alseead, R., Boros, P., Corrington, S., Rambo, A., & Spencer, J. (2018). When You Need a Friend: Snapshots of Therapists Struggling With Cultural Competence and Larger Systems Issues. *Journal of Systemic Therapies*, 37(1), 27-35. September 2018  
doi:10.1521/jsyt.2018.37.1.27
- Dissertation Proposal: An Interpretive Phenomenological Analysis of Women Veterans Transitioning Back into Civilian Life July 2018
- Boros, P. (2018). Applying a Total Quality Framework to Qualitative Research Design: A Review. *The Qualitative Report*, 23(1), 47-48. Retrieved from January 2018  
<https://nsuworks.nova.edu/tqr/vol23/iss1/4>
- 3<sup>rd</sup> International Conference on Mental Health and Human Resilience- London, UK (Poster) June 2017  
17<sup>th</sup> World Summit on Positive Psychology, Psychotherapy & Cognitive Behavioral Sciences-Toronto Canada (Poster) May 2017
- Minnesota Association of Marriage and Family Therapy: Annual Conference 2017- Edina, MN (Poster) April 2017
- 25<sup>th</sup> International Family Therapy Association: World Family Therapy Congress- Malaga, Spain March 2017
- BTI: Family Clinic Workshop Series- Fort Lauderdale, FL November 2015

## PROFESSIONAL POSITIONS AND MEMBERSHIPS

- Journal of Feminist Family Therapy**, *Peer Reviewer* September 2019-Present
- Help authors improve their papers by providing expertise
- AAMFT Family TEAM**, *Member* November 2018-Present
- Advocate for the interests of MFT members and professionals through widespread outreach for legislative support for AAMFT policy priorities
- AAMFT Military Personnel & Families Interest Network**, *Chair Elect / Member* November 2018 – Present
- Acts as chair of organization when chair is absent in order to ensure the network fulfills obligations
  - Facilitates discussions and presides over meetings to ensure that leadership team acts congruently
  - Connects members with community outreach opportunities and experienced local mentors
- International Family Therapy Association**, *Member* December 2016-Present
- Attend and present at international conferences on family therapy global/cultural differences and issues
- Delta Kappa Omicron (DKO) MFT Honor Society**, *Member* August 2015-Present
- Official honor society for the field of MFT, serves to further and complement the fine work being done by the AAMFT, the American Family Therapy Academy, and the International Family Therapy Association through recognition of achievements of members making significant contributions to the field
- Delta Epsilon Iota Academic Honor Society**, *Member* May 2015-Present
- Educate members about career development, encourage academic excellence, and promote the principles of dedication, enthusiasm, and initiative in all aspects of campus life
  - Membership is comprised of outstanding scholars attending many of the finest educational institutions in the country through leadership and academic excellence

**American Association for Marriage and Family Therapy (AAMFT), *Clinical Fellow*** August 2013-Present

- "Professional Home" and the premier resource for information on marriage and family therapy for family therapists around the world including networking and advocacy efforts on the federal and state levels

**MFT Club (Doctoral), *Member***

August 2015-May 2019

- Provides students with resources for personal and professional growth in the field in collaboration with professors, practicing therapists, internal and external organizations in order to develop in the areas of clinical competence, professionalism and leadership

**Equality Club, *Member (founding)***

April 2014-May 2019

- Seeks equality and social justice for all youth, women and men including GLBTQ populations through education, inspiration, empowerment, and service by pursuing transformative initiatives so inherit human rights are honored today and for the future generations

**NSU Veterans Association, *Member***

August 2013-May 2019

- Assist military/veterans in the transition from military to college life and beyond, creating a sense of community and support brining student veterans together, serving in a different way

**International Association of Trauma Professionals (IATP), *Member***

May 2016-2017

- Establishing credibility for Trauma Therapy professionals and trust for clients through certification

**CAHSS Student Government Association (SGA), *MFT Board Representative***

January 2015-July 2015

- Dedicated to bringing together the entire student body in collaborative and creative ways to further academic goals, create learning communities, and to provide a forum for effective communication and networking

**MFT Club (Masters), *Treasurer/Member***

August 2013-July 2015

- Attended NSU treasurer training, maintained budget, submitted forms for approval, handled accounting and monies, receipts, and reimbursement process through fundraising and other processes
- Provides students with resources for personal and professional growth in the field in collaboration with professors, practicing therapists, internal and external organizations in order to develop in the areas of clinical competence, professionalism and leadership

**PROFESSIONAL SERVICE**

**8<sup>th</sup> Annual College Brides Walk, DKO event**

February 2018

- Helps raise awareness about dating and domestic violence

**Marriage and Family Therapy Community Service**

August 2015-September 2019

- *Camp Stingray*: The purpose of Camp Stingray is to bring children, whose loved ones have died, together for support and friendship. We will provide an environment that is safe and fun as they participate in sharing their stories, music, art, outdoor activities, games, and organized cooperative sports. Camp Stingray provides a new support system to children who are grieving the loss of a loved one. Throughout the week, campers will have an opportunity to: Identify ways to cope with change; Improve self-esteem; Learn to recognize and validate feelings; Identify safe ways of grief expression; Recognize that having fun and celebrating are still a part of life.
- *Camp Erin*: Camp Erin is the largest national bereavement program for youth grieving the death of a significant person in their lives. Children and teens ages 6-17 attend a transformational weekend camp that combines traditional, fun camp activities with grief education and emotional support, free of charge for all

families. Led by grief professionals and trained volunteers, Camp Erin provides a unique opportunity for youth to increase levels of hope, enhance self-esteem, and especially to learn that they are not alone.

- *Camp Superstar*: Camp Superstar is an annual weekend dedicated to the families of children born with clefts in South Florida. It is a chance for kids to enjoy themselves and meet other kids with similar experiences to theirs, as well as letting parents speak to other parents and doctors. We rely on and appreciate our Volunteers as integral participants... Camp Superstar is loved and enjoyed and remembered all year!

**Worked with Director of Outreach on Community Events** August 2014-September 2019

- Helped facilitate current MFT students with new incoming MFT students, providing valuable information regarding the MFT programs and personal insight from a student experience and perspective
- Events included but not limited to Community Fest, A Day for Children, open houses, program interviews, MFT organizational days, meet and greets, role plays, camp tours, and MFT program introductions

**Systemic Changes in Schools (Northside) Annual Toy Drive Snow Day** December 2014

- Collected and prepared toys and gifts by gender, grade level, and appropriate age development for individual distribution from Santa; ensuring every child has a gift for the holidays

**ZeroToThree National Training Institute Annual Conference (Hollywood, FL)** December 2014

- Responsible for preconference set up- organized and orchestrated conference bag assembly line to prepare and streamline production of bag stuffing for over 2000 conference bags to be handed out during registration

**AAMFT Annual Conference (Milwaukee, WI)** October 2014

- Worked “behind-the-scenes” and learn to run a successful conference by being assigned to work in conference workshops, distributing evaluation, handout materials, collecting session tickets, checking audio visual equipment, AAMFT registration area, working exhibit hall

**PROFESSIONAL DEVELOPMENT**

Nutritional Psychiatry	September 2019
AAMFT Network Leadership Training	August 2019
AAMFT Annual Conference (Austin, TX)	August 2019
NSU 2 <sup>nd</sup> Annual Optimizing Mental Wellness	May 2019
Children's Functional Assessment Rating Scale (CFARS)	January 2019
Functional Assessment Rating Scales (FARS)	January 2019
Cultural Sensitivity for Healthcare Workers Training	January 2019
HIV-AIDS: It’s Not Over Training	January 2019
Infection Control/OSHA/Universal Precautions/Blood borne Pathogens Training	January 2019
De-escalation Training	January 2019
Council of Military Educators (CCME) Conference	January 2019
Collaborative Divorce Certification	January 2019
AAMFT COAMFTE Accreditation Workshop	November 2018
AAMFT Annual Conference (Louisville, KY)	November 2018
26th Annual Conference Florida Dispute Resolution Center	August 2018
Florida Coalition for Children (FCC) Conference	July 2018
Inviting Trance, Inventing Change: Introductory, Intermediate, & Advanced Training in Hypnosis and Hypnotherapy	July 2018
NSU Optimizing Mental Wellness	May 2018
Council of College and Military Educators (CCME) (San Diego, CA)	March 2018
Association for Behavior Analysis International (ABAI) (Miami, FL)	February 2018
NSU Domestic Violence Summit	January 2018

American International Recruitment Council (AIRC) (Weston, FL)	December 2017
AAMFT Annual Conference (Austin, TX)	September 2015
29 <sup>th</sup> Annual Zero to Three National Training Institute	December 2014
AAMFT Annual Conference (Milwaukee, WI)	October 2014

### PROFESSIONAL TRAINING

NSU HIPAA Privacy, Security and Research Training (recertified each year)	August 2013-2018
School Safety and Violence Prevention: It Takes a Village	April 2018
The Pharmacy in your Kitchen: An Overview of Medical and Medicinal Foods	February 2018
Mindfulness, Healing, and Transformation: The Pain and the Promise of Befriending the Full Catastrophe	February 2018
Shame Shields: Armor We Use to Protect Ourselves and Why it Doesn't Serve Us	February 2018
NSU Collaborative institutional training initiative (CITI program)	December 2017, October 2014
Science, National Systems, and Bowen Family Systems Theory: Toward a Theory of "Emotional Gravity"	September 2016
Evidence-Based Trauma Treatments & Interventions	May 2016
The 10 Core competencies of Trauma, PTSD, Grief & Loss	May 2016
Foundations on Disaster Mental Health	December 2015
SGA Workshop on Presenting	October 2015
Relational Suicide Assessment: Risks, Resources, and Possibilities for Safety	September 2015, October 2013
Inclusion/ Diversity Military Workshop	June 2015
Facilitating Relapse Prevention Groups Training	April 2015
Facilitating Stress, Anxiety, and Depression Groups Training	April 2015
Facilitating Anger Management Groups Training	April 2015
Mindfulness and Therapy	March 2015
The WORKSHOP Workshop: Give presentations your audience deserves	November 2014
Acceptance and Commitment Therapy (ACT)	September 2014
Conducting Research with Women Veterans	September 2014
Overcoming Barriers to PTSD Treatment Engagement	September 2014
Parenting: For Service Members and Veterans	September 2014
PTSD-101 Substance Use Disorders	September 2014
Working Together to Address Domestic Violence Among Veterans	September 2014
Understanding Military Culture When Treating PTSD	September 2014
Military Culture Course Modules	September 2014
Self-Assessment and Introduction to Military Ethos	
Military Organization and Roles	
Stressors and Resources	
Treatment, Resources, and Tools	
Saving Superman	September 2014
USF Counselor Education Program's 5 <sup>th</sup> Annual Institute on Counseling the Military, Families, and Children	August 2014
Level 1 Training- The Gottman Method: Bridging the Couple Chasm	July 2014
The South Eastern Solution Focused 4 Day Summer Intensive	June 2014
Supervision & Training with MFT Microskills	June 2014
Solution-Focus Brief Therapy: Theory to Practice	May 2014
Bowen Series: Unique View of Anxiety	May 2014
DSM-5: New Disorders, New Categories, and New Headaches	April 2014
A Holistic Approach to Working with Veterans and their Families	April 2014
Developing a Private Practice	March 2014

Infant Mental Health	November 2013
Your Journey with Autism: A Relational Backpack	October 2013
Bowen Series: Concept of the Triangle	October 2013
Intro to Mindfulness	October 2013
Exploring the Role of Self-Efficiency and Coping Skills in the Treatment of Problem Drinking	September 2013
Working with Hispanic Adolescents in the ESOL Program	September 2013
Additional Military training and courses (list can be provided)	September 2004-February 2012
Initial/Advance DOD Occupational Training in Human Resources <i>US Army, Fort Jackson Columbia, SC</i>	September 2004-March 2005

## HUMAN RESOURCE AND ADMINISTRATION WORK EXPERIENCE

<b>Assistant Director, Graduate Admissions</b> <i>NSU College of Arts, Humanities, and Social Sciences (CAHSS)</i> <i>NSU College of Psychology (COP); NSU Mailman Segal Center for Human Development (MSC)</i>	October 2017-2019 Fort Lauderdale, FL
<ul style="list-style-type: none"> <li>• Worked directly with Dean(s), faculty, and staff on a variety of recruitment/admissions initiatives</li> <li>• Conducted community outreach for 25 clinics under the CAHSS, COP, and MSC to enhance the students' hands-on learning experiences through the advancement of their academic programs</li> <li>• Maintained recruitment initiatives such as: coordinated, hosted, exhibited events and conferences for academic programs and clinics to adhere to and increase enrollment number goals</li> <li>• Provided support, training, and supervision to colleagues and Graduate Assistants (GA) for increased recruitment and admissions productivity, accountability, accuracy, and budget management/analysis through face-to-face and online video conferencing</li> <li>• Collaborated with NSU Veteran Resource Center (VRC) to aid in progression of "military friendly" status</li> <li>• Advanced from GA to Assistant Director, while continuing GA responsibilities</li> </ul>	

<b>Graduate Assistant, Graduate Admissions</b> <i>NSU CAHSS; COP; MSC</i>	October 2015-2017 Fort Lauderdale, FL
<ul style="list-style-type: none"> <li>• Assisted prospective students by exploring over 30 graduate academic programs</li> <li>• Consulted prospective students via email, phone, scheduled/walk-in appointments, campus tours, and events</li> <li>• Managed inventory, prepared events, edited recruitment literature and web content to increase prospective students' understanding of the options available in their academic reach</li> <li>• Utilized administrative software programs and customer management systems such as: Recruit, Ariba, Liaison, Kronos, Banner, Netsearch, Gotomeeting, Gototraining, online webinars and chatrooms</li> </ul>	

<b>Human Resource Technician Manager</b> <i>US Army, Joint Base Lewis-McChord (JBLM)</i>	March 2010-February 2012 Tacoma, WA
<ul style="list-style-type: none"> <li>• Served as strength management and unit readiness manager (Enlisted) by job classification specialties</li> <li>• Monitored assignment statuses of inbound and current personnel while providing projected strength to assure strength was maintained to ensure unit's needs in mission capabilities and readiness of personnel</li> <li>• Utilized analytical method techniques to project shortages in specific specialties to determine and prioritize mission requirements, in order to successfully process valid personnel requisitions</li> <li>• Operated personnel software systems to obtain, review, analyze, interpret proposed impacts on strength or readiness, serving as the subject matter expert providing data through reports and presentations</li> <li>• Produced, maintained, updated various personnel reports, trackers, rosters, policies, standard operating procedures, emails, memos, and so forth utilizing Microsoft Office: Word, Excel, PowerPoint, Outlook</li> </ul>	

<b>Human Resource Technician Manager</b> <i>US Army, JBLM</i>	March 2009-2010 Iraq (deployment) Boros   Page 7 of 9
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- Supervised eight administrative technicians through a fast paced, highly successful deployed unit
- Composed and reviewed routine correspondence for accuracy and validity
- Implemented training and system maintenance to military award system (operated in Iraq) to maximize productivity and system performance to process over 15,000 award recommendations
- Developed and implemented standard operating procedures (SOP) (training manuals) utilized for continuity of replacement units in deployment to further enhance unit productivity and efficiency
- Revamped entire Coalition (other countries military forces) section, improvement in processing, tracking, delivering and presenting approved awards to the appropriate Defense Attaché Offices around the world

**Human Resource Technician Manager**

September 2007-March 2009

*US Army, JBLM*

Tacoma, WA

- Ensured over 25,000 service member's records were managed, transported, and destructed in accordance with regulation during the deactivation of unit
- Conducted inventories assuring property and equipment was accounted for and turned-in to appropriate property holders with a precision of 100% accountability
- Served as strength management and unit readiness manager (Officer) by job classification specialties, performing similar job duties as defined above

**Human Resource Technician**

August 2006-September 2007

*US Army, JBLM*

Iraq (deployment)

- Processed over 6,000 personnel evaluation records with a 98% accuracy rate in accordance with regulations and policies to be published to military records
- Provided mandatory briefing and completion trainings for over 50,000 Service Members transitioning from deployment to military base
- Created unit tracker easier scheduling and processing procedures through coordination of facilities and personnel to conduct out processing briefings
- Supported moral of service members and families through assigned various technology resources such as computers and phones to incoming and outgoing personnel for use
- Coordinated public safety and accountability procedures during lockdown and disturbances ensuring accountability and repairs for all equipment

**Human Resource Technician**

March 2005-August 2006

*US Army, JBLM*

Tacoma, WA

- Hand-selected to update military records using secure military software and issuing of military ID cards
- Maintained accountability of records and sensitive items including confidential and secret security clearance information, serving more than 35 service members daily
- Upheld accurate processing of absent without leave (AWOL) and dropped from rolls (DFR) packets to ensure precise accountability of unit strength reporting to assist with proper capture and legal investigations by higher headquarters and the Post Marshals Office
- Prepared and processed over 1,500 military adjustment of service time packets for recalculation of pay in accordance to missed service (owed) and/or the transition of service time between military branches

**HONORS AND AWARDS**

- Army Commendation Medal-December 2011
- 2nd Army Good Conduct Medal-October 2011
- Certificate of Appreciation-June 2011
- Overseas Service Ribbon (2)-March 2010
- Defense Meritorious Service Medal-March 2010
- Certificate of Appreciation-March 2010
- Overseas Service Bar (2)-March 2010
- Meritorious Unit Commendation (MUC) (Oak Leaf Cluster-OLC)-March 2010
- Joint Meritorious Unit Award (JMUA)-March 2010
- Joint Service Achievement Medal-October 2009

- Iraq Campaign Medal Bronze Star (3)-March 2009
- National Defense Service Medal-September 2007
- Global War on Terrorism Service Medal (GWOTSM)-September 2007
- Iraqi Campaign Medal (ICM)-September 2007
- Overseas Service Ribbon-September 2007
- Overseas Service Bar (2)-September 2007
- Meritorious Unit Commendation (MUC)-September 2007
- Army Good Conduct Medal-September 2007
- Certificate of Achievement-August 2007
- Army Achievement Medal-August 2007
- Iraq Campaign Medal Bronze Star (2)-January 2007
- Iraq Campaign Medal Bronze Star-August 2006

## COMMUNITY SERVICE

### **National Adoption Day (Adoption Awareness Month)** December 2014

- Collaborated with a team as greeters to families and children who were being adopted, spreading holiday cheer, joy, and happiness by singing Christmas Carols and working as Santa's helpers handing out presents to each newly adopted child

### **Al Davies Boys and Girls Club** June 2012-2013

- Coordinated events and activities with staff, tutoring and assisting children in schoolwork and learning
- Maintained organization while supervising group games, arts projects, indoor and outdoor play

### **Family Readiness Group (FRG)** March 2009-September 2011

- Facilitated support between families and military personnel, especially during deployments and trainings to create a stronger cohesive support system and build moral by developing and maintaining newsletter (blog/website) and organizing events and activities for families

### **Adjutant General Golf Tournament** April-June 2011

- Executed and supervised organization of the golf event by preparing and mailing invitations, updating attendee rosters, monitored and cataloged all donations; oversaw all events (raffles, golf games, rentals, auctions)

### **Better Opportunities for Single Soldiers (BOSS)** March 2005-February 2008

- Chaired a committee assisting single soldiers living in the barracks in different activities and events within the community; marketing; organizing events and community service; scheduling retreats; managing concerns and living conditions

## KEY SKILLS

### **Computer**

- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Blackboard, Canvas, Liaison, Ariba (NSU Finance tool), Recruit (recruitment systems)