

Natasha S. Dotson

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Career Objective To make a significant impact within the community by utilizing my professional and personal experience to help promote changes in the urban social service setting.

Professional Skills

- Supervisory Skills
- Case Management
- Job Placement
- Office Management
- Group Facilitation
- Program Development
- Typing (65+ wpm)
- Human Resource
- Customer Service Skills
- Criminal Justice
- Microsoft Office
- Organization Skills
- Database Management
- Networking Skills
- ADP and SAP Experience

Education

Masters of Science in Management
Cardinal Stritch University, Glendale, Wisconsin (expected graduation 05/15)

Bachelor of Arts; Criminal Justice -Major /Human Resource Management -Minor
Concordia University, Mequon, Wisconsin

Certificates/Trainings Supervisory Development Program, Wounded Boys Abusive Men – Part 1 & 2, Human Resources Boot camp, Introduction to Psychoactive Drugs, Workplace relationships that work, Pearson software training, Y.U. training, Diversity Training, Care Coordination Certification, Employment Re-entry, Employment Services

Employment Skills

- Assisted participants in obtaining employment through classroom instruction in job-seeking skills, individual coaching and direct job placement.
- Conducted initial assessment to determine participants work history and identify barriers to help develop successful IEP (Individual Employment Plans).
- Developed employer network by facilitating monthly meetings and hosting job fairs to secure employment for participants.
- Served as liaison between school, parents and community.
- Designed, implemented and lead school's parent and community involvement initiatives.
- Coordinated the recruitment process (e.g. advertised vacancies, screened applicants, conducted interviews and background checks, made recommendations for hire, facilitated new employee orientation, etc.)
- Supervised team of 8 and directed daily task of departments clerical support team.
- Provided ongoing support and expertise through comprehensive assessment, planning, implementation and overall evaluation of juvenile first time offenders.
- Effectively coordinated office management and administrative operations including DPI state reporting, enrollment, transportation, and payroll while supervising and directing all clerical staff.
- Co-facilitated support group for newly released inmates.
- Compiled and posted employee payroll data and managed staff hours and benefits in ADP and SAP

Employment History

HR Coordinator/Parent and Community Director, Universal Academy for the College Bound Milwaukee, Wisconsin	December 2012 - August 2014
Employment Coordinator, WCS & Salvation Army Milwaukee, Wisconsin	January 2008- December 2012
Office Manager, Young Leaders Academy Charter School, Milwaukee, Wisconsin	March 2002 – December 2007
Program Support Supervisor, WI Department of Corrections, Milwaukee, Wisconsin	March 2004 – December 2007
Intake Specialist/Facilitator/Job Coach, Asha Family Services Milwaukee, Wisconsin	July 2001 – July 2005

Community Service

Good Samaritan C.O.G.I.C., Member and President of Education Committee
Project S.T.O.M.P. and Simple Steps, Founder and CEO
Milwaukee Fatherhood Initiative, Program Committee Co-Chair
---REFERENCES AVAILABLE UPON REQUEST---