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## **Jessica M. Kotsakis**

1190 Pilgrim Parkway  
Elm Grove, WI 53122  
(262) 894-0742  
Kotsakis.jessica@gmail.com

### **ACADEMIC PREPARATION**

Masters of Social Work **May 2012**  
University of Wisconsin-Milwaukee, Milwaukee, WI  
Major: Social Work  
Concentration: Child and Family Welfare

Bachelor of Science in Exercise and Sport Science **August 2008**  
University of Wisconsin-La Crosse, La Crosse, WI  
Major: Sport Management Minor: Business Administration  
Concentration: Coaching Competitive Athletes, Strength and Conditioning

### **SOCIAL RELATED EXPERIENCE**

**Family Stability Specialist** **2014-present**  
· Demonstrate application of social work theories, practices, and techniques of family advocacy  
· Communicate needs of families receiving services from SaintA and Capitol West Academy  
· Utilize existing community resources and develop new partner resources to establish relationships

**Initial Assessment Social Worker** **2012-2014**  
Bureau of Milwaukee Child Welfare, Milwaukee, WI  
· Conducted assessments of alleged child abuse and neglects referrals to gather information for services  
· Synthesized and analyzed information to effectively determine if a child was at risk of maltreatment  
· Performed casework duties including case management, documenting, testifying, and ensuring safety

**Treatment Foster Care Intern** **2011-2012**  
Fresh Start Family Services, Glendale, WI  
· Promoted positive working relationships between foster parents, biological parents, and staff  
· Administered welfare and safety checks for adolescents, foster parents, and program participants  
· Ensured secure, safe, and stable placements for treatment foster care adolescents within the agency

**Guardian Ad Litem Intern** **2011**  
Legal Aid Society of Milwaukee Inc., Wauwatosa, WI  
· Conducted in home interviews with caregivers and children to solidify safe, reliable placements  
· Completed oral as well as written assessments, documents, presentations, and education forums  
· Consulted with attorneys, social workers, and other staff to determine future permanency placement

**Supervised Visitation Worker** **2008-2012**  
Professional Services Group, Milwaukee, WI  
· Utilized child development knowledge to conduct safe, supervised visits with children and families  
· Exercised judgment to intervene as an advocate for clients in emergency or precarious situations  
· Monitored interactions during visitation while providing feedback and behavior modification

## **Resume for Jessica M. Kotsakis, Page 2**

### **Site Director**

**2005-2008**

Emerson Elementary, La Crosse, WI

- Oversaw 16 employees and 63 students during before and after school care programming efforts
- Managed and regulated daily activities, crafts, field trips, and free time in a safe, healthy environment
- Implemented positive behavioral influences via programming efforts of Big Brothers/Big Sisters
- Partnered with local businesses to provide adolescents with volunteer and cooperative efforts

## **SPORT MANAGEMENT EXPERIENCE**

### **Operations Assistant Intern**

**2008**

Palm Beach County Sports Commission, West Palm Beach, FL

- Collected and formulated information vital for bid preparation, documentation, and dissemination
- Serviced logistical coordination including community accommodations and facility management
- Researched potential sport clinics to be hosted and implemented at the Kids Fitness Festival event

### **Special Events Coordinator**

**2007-2008**

UW-La Crosse Recreational Eagle Center, La Crosse, WI

- Planned and implemented all logistical and business partnership management of campus wide events
- Coordinated 5 on 5 basketball tournaments via sponsorships, contacts, registration, and logistics
- Executed events overseeing volunteers, fundraising and sponsorships efforts, and participation

### **La Crosse Family YMCA Instructional Head Coach**

**2007**

Onalaska North YMCA, Onalaska, WI

- Established interactions and relationships within team units to create trustful, respectful alliances
- Worked with youth experiencing difficulty at home and school utilizing sports and exercise as outlets
- Set individual performance goals, pushed students to reach potential, and measured outcomes
- Taught and modeled the importance of self worth, self respect, and individualism in target populations

### **Fitness Sport Management Club Volunteer Coordinator and Special Event Planner**

**2006-2007**

University of Wisconsin-La Crosse, La Crosse, WI

- Organized volleyball tournaments, basketball competitions, apparel sales, and volunteer opportunities
- Conducted meetings to communicate ideas, program changes, upcoming events, and opportunities
- Partnered with community members and organizations to bring in various topic presenters

### **Healthy Lifestyle Coordinator and Supervisor**

**2006-2008**

La Crosse Family YMCA, La Crosse, WI

- Monitored and instructed safe, correct implementation of resistance training among attendees
- Planned and initiated "America on the Move," a 24 hour orientation to healthy lifestyles
- Designed programming efforts including physical activity, nutrition, and awareness programs

## **CERTIFICATIONS**

Advanced Practice Social Worker 02/28/2013

Trauma Informed Care Certification 02/2013

First Aid, AED and CPR 04/2014