

RADOLPH MATTHEWS JR.

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Milwaukee, WI 53212
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EDUCATION

Cardinal Stritch University – Glendale, WI

- M.S.S.M., Major: Sports Management (Graduation Date: May 2012)

Cardinal Stritch University – Glendale, WI

- M.B.A., Major: Business Administration, May 2007

Springfield College – Milwaukee, WI

- Graduated *Cum Laude*, June 2004
- B.S., Major: Human Services; Minor: Criminal Justice

PROFESSIONAL EXPERIENCE

Community Center Supervisor, Milwaukee County Parks, August 2010-Present

- Provides management oversight, coordination, administration, implementation, and evaluation of recreation programs and activities
- Responsible for the overall coordination and implementation of all programs, activities, and projects
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and members of the general public
- Prepares for publication and distribution a variety of newsletters, posters, news releases, etc. to promote the recreation center
- Develops, prepares, and justifies a budget for areas of responsibility

TLP Director, Genesis Behavioral Services, Inc., February 2008-October 2009

- Supervised and managed staff to perform frontline duties of client supervision
- Created and Managed accountability tools for tracking clients
- Served as the liaison between the agency and Wisconsin Dept. of Corrections
- Developed relationships with new funding sources and generate new business opportunities
- Assisted financial department with monthly budget and financial tracking
- Recruited, selected, and supervised quality personnel; planned, organized and lead the work of professional and support staff

Program Manager, St. Charles Youth and Family Services, Inc., December 2000 to January 2007

- Managed contracts and program for 24-hour residential care for troubled youth
- Developed assessment tools to measure program effectiveness

Residential Counselor, Wisconsin Community Services, Inc., May 2000-to-December 2000

- Worked as counselor with Bureau of Prisons monitoring adult offenders
- Tracked adult offenders on their day-to-day movements through communities while in residential housing

YOUTH DEVELOPMENT PROGRAMMING EXPERIENCE

Life Skills Facilitator, Ansell-Casey Curriculum

- Teaching web-based Independent Life Skills Curriculum (Ansell-Casey) for youth 9-to-17 years old
- Monitored evaluation tools to measure program benchmarks

Community Board Director, Back to School Festival

- Director of School Supply Distribution
- Handed out over 5500 backpacks with school supplies to youth in Milwaukee's inner-city

Substitute Teacher, The Hope School

- Substituted for high school students in multiple academic areas
- Mentored youth in leadership and independent development
- Assisted as volunteer to revamp academic curriculum to be more culturally sensitive

OTHER SKILLS AND INTERESTS

- Computer proficiency includes: MS Word, Excel, Outlook, and Power Point
- Sports and exercise, especially Gracie Jiu Jitsu; non-fiction reading

REFERENCES

Nancy Hahn, Manager, New Concept Self Development Center: (414) 344-5788

Paul Mackey, Operation Manager, Children's Hospital - Wisconsin: (414) 975-3902

Milwaukee County Board Supervisor Elizabeth Coggs: (414) 278-5173