

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 <i>Cardinal Stritch University, Glendale, Wisconsin (expected graduation 05/15)</i> Bachelor of Arts; Criminal Justice -Major /Human Resource Management -Minor <i>Concordia University, Mequon, Wisconsin</i>												
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	<table><tr><td>HR Coordinator/Parent and Community Director, Universal Academy for the College Bound Milwaukee, Wisconsin</td><td>December 2012 - August 2014</td></tr><tr><td>Employment Coordinator, WCS & Salvation Army Milwaukee, Wisconsin</td><td>January 2008- December 2012</td></tr><tr><td>Office Manager, Young Leaders Academy Charter School, Milwaukee, Wisconsin</td><td>March 2002 – December 2007</td></tr><tr><td>Program Support Supervisor, WI Department of Corrections, Milwaukee, Wisconsin</td><td>March 2004 – December 2007</td></tr><tr><td>Intake Specialist/Facilitator/Job Coach, Asha Family Services Milwaukee, Wisconsin</td><td>July 2001 – July 2005</td></tr></table>			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
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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---												