

EXPERIENCE*Executive Management, Administration & Operations*

Over 30+ year's experience in executive management and supervision of staff in executive, administrative, and multiple program arenas. Possess extensive experience in effective problem-solving in dynamic complex systems. Expertise in administrative functions including staffing, scheduling, planning and operations for various size organizations up to 110 employees. Interface with all aspects of agency operations including fund development, program delivery, fiscal oversight, human resources, board and staff relations, and information technology. Oversee, manage, and monitor local, state and federal contracts, and foundation grants. Create and monitor agency budgets. Interface with the Board of Directors of various non-profit entities. Lead, facilitate, and participate in numerous strategic planning processes.

Organizational, Community & Policy Development

Founded a consulting business focused on strategic development, operations, board recruitment/development, project management, and community development. Create and maintain continuous involvement in the sustainability of community collaborations, school/community partnerships, and youth development and OST service providers. Provide policy advice and advocacy to San Francisco's Board of Supervisors on adolescent, delinquency prevention, and juvenile justice issues. Monitor Juvenile Justice Detention facility for (non)compliance of State regulations via the Delinquency Prevention Commission and the Juvenile Justice Commission. Organize neighborhood watch groups and community networks to address safety and crime prevention concerns. Initiate, recruit staff and participants, and co-created a City-wide Out-of-School Time collaborative to strengthen communication, promote after school efforts, and advocate for additional services. Provide expertise and guidance on child care initiatives, youth development principles, education and academic performance, community partnerships, college preparation, youth leadership and empowerment programs.

Facilitation, Counseling & Case Management

Facilitate community and staff dialogs to discuss public concerns, education, and social change. Assist youth involved in the juvenile justice system and at-risk/high-risk youth in program services including school enrollment, court appointment, juvenile probation, tutoring, health education, home visits, and counseling. Plan, schedule, create curriculum, and facilitate workshops in the areas of youth employment, healthy teen relationships, leadership competencies, and social justice matters. Train staff and provide technical assistance in facilitation, staff supervision, peer counseling, budgeting, and program planning and development.

AFFILIATIONS & HONORS

- Vice-President and Member. Parents for Public School, San Francisco. 2019-Present
- Member, Advisory Committee, Peer Resources, Community Initiatives. 2011 – 2014
- Chair and Member, Juvenile Justice Commission. 2006 - 2014
- Member, Board of Directors, Development & Special Events Committee, Wu Yee Children's Services. 2005 – 2011
- Distinguished Achievement Award for Academic Excellence, College of Health & Human Services, SFSU
- Graduate Student Award for Distinguished Achievement. Department of Counseling, SFSU

EMPLOYMENT HISTORY

2016 – Present	Executive Director	Wah Mei School
2009 – Present	Founder & Principal	Community Collaborative Consulting
2014 – 2015	Executive Director (Interim)	Gay-Straight Alliance Network
2011– 2012	Executive Director (Interim)	Wu Yee Children's Services
2010 – 2011	Director of Programs	Chinese Culture Center of San Francisco
2005 – 2009	Deputy Director & Director, CBC	Community Educational Services
2001 – 2005	Director	Chinatown Beacon Center
1997 – 2001	Associate Director, HIV Testing & Training	Asian & Pacific Islander Wellness

EDUCATION

M.S., Counseling, Marriage & Family Therapy
B.S., Business Information & Computing Systems

San Francisco State University
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