

PROFESSIONAL STATEMENT

Highly motivated and solutions-focused **Communications Professional** with 4 years combined experience using writing and design skills to benefit nonprofit organizations. Creative Ser who wants to contribute her professional strengths including leadership, relationship building skills and adaptability.

- **Leadership:** Team-oriented leader with 4+ years combined experience training and supervising team.
- **Communication:** Professional verbal and written communication. Effective public-speaker when facilitating classes and workshops. Confident in ability to ask questions and clarify project details.
- **Innovator:** Creative in approach to work and provide new ideas to group. Constantly seeking ways to improve projects and manage time effectively to meet deadlines early.

CAREER HIGHLIGHTS

Community Building Partnership for Youth in Transition (CBPYT) AmeriCorps Denver, CO
Program Officer September 2014 – September 2015

- **Grant Management:** Partnered with Program Manager to ensure compliance with the Corporation for National & Community Service's procedures, guidelines and policies to achieve CBPYT program's goals and meet grant regulations. Assisted with grant closeout and organized program's electronic files.
- **Financial Goals:** Supported Program Manager with managing \$320,000 budget. Paid utmost attention to detail to ensure purchases were properly documented and met grant regulations for justifiable expenses.
- **Leadership:** Planned monthly, 8-hour team trainings for 15-21 CBPYT Members. Coordinated with CBPYT Committees to lead activities for their peers during these trainings. Collected and analyzed data after trainings to assess needs of team and provide future relevant opportunities.
- **Data Analysis:** Assisted in development, monitoring and evaluation of the CBPYT program. Supported Program Manager with data analysis and discussed trends to ensure program met its performance measures. Created infographics to easily convey data to stakeholders and raise awareness about CBPYT's impact.
- **Compliance:** Followed city government's written guidelines and standardized work practices. Sought to understand changing procedures and adapted new guidelines to work.
- **Espirt de Corps:** Led by example and showed passion for AmeriCorps. Encouraged Members to share experiences with the community to increase understanding of AmeriCorps' impact.

Urban Peak / AmeriCorps Denver, CO
Education & Employment Counselor, AmeriCorps Member September 2012 – July 2014

- **Case Management:** Provided ongoing case management and support services aimed at removing barriers to employment for youth experiencing homelessness. Maintained a caseload of 25 active clients.
- **Mentoring:** Developed healthy mentoring relationships with 35 youth, ages 15-24, and created a network of community support to increase their self-sufficiency skills and likelihood of success.
- **Job Coaching & Training Facilitation:** Implemented job readiness training curriculum and provided individual and group training opportunities. Worked one-on-one with 5-10 students daily.
- **Leadership:** Prepared and led large group activities and workshops, including Goal Setting and Financial Literacy classes. Rapidly de-escalated conflicts to maintain a safe classroom environment.
- **Volunteer Management:** Supported volunteers in classroom by providing meaningful assignments.
- **Community Collaborations:** Organized 2 service-learning activities per month for 5-12 students involved in Job Readiness Training class. Maintained positive relationships between Urban Peak and community partners.
- **Time Management:** Effectively managed time to meet AmeriCorps program requirements and Urban Peak's needs. Met deadlines early and regularly exceeded expectations.
- **Trainings:** Incorporated Positive Youth Development and Trauma-Informed Care approaches in daily interactions with youth. Maintained strong boundaries to promote healthy relationships with youth.

Mary Yost

Communicator • Innovator • Mentor • Volunteer
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The Greensboro Voice

Greensboro, NC

Founder & Editor

August 2010 – August 2012

- **Leadership:** Encouraged and led a team of people experiencing homelessness, volunteers and interns in assembling a monthly, 12-page newspaper about homelessness and poverty in Greensboro.
- **Grant-Writer:** Wrote several grant applications and received \$3,500 in grant money to sustain newspaper.
- **Designer:** Created and edited newspaper using Adobe InDesign, Photoshop and Illustrator.
- **Webmaster:** Created WordPress website and formatted using HTML and CSS code.

The Burlington Times-News

Burlington, NC

News Room Intern

February – May 2012

- **Writer:** Interviewed and wrote articles about the Burlington community with newsroom team.
- **Innovator:** Pitched creative article ideas to editor and pursued direct leads in community.

VOLUNTEER EXPERIENCE

Colorado Columbine Women's Running Club

Denver, CO

Marketing Coordinator

February 2013 – October 2015

- **Leadership:** Served as Marketing Team Captain for the 2014 and 2015 Columbine Classic race and led a team of 23 people over two years in implementing the marketing strategy for a 4- and 8-mile road race.
- **Fundraising:** Due to a comprehensive marketing strategy, the race increased the money raised for the race beneficiary by 38% from \$4,700 in 2014 to \$6,500 in 2015.

Kernodle Center for Service Learning & Community Engagement

Elon, NC

Service Learning Community

August 2008 – May 2012

- **Summary of Accomplishments:** Member of learning community during freshman year at Elon University. Promoted from Member to Leader in sophomore year, and then to Director in junior year. Assisted in recruitment of learning community members and doubled the number of students involved.
- **Mentoring:** Served as a role model to 23 first-year college students as they adjusted to college life and learned about their community. Maintained relationships with students during and after college career.
- **Supervisory:** Trained and supervised 4 leaders of learning community by organizing 1-week training session before the academic year. Provided ongoing training opportunities throughout the year.
- **Community Collaboration:** Co-organized 4 meaningful service projects per month for 5-20 people with a variety of community partners and prepared thoughtful reflections after projects were completed. Established lasting relationships between university and nonprofits to encourage future involvement.

SKILLS

- **Computer Proficiencies:** Expertise in Adobe Photoshop, Adobe InDesign, Microsoft Office, Social Media.
- **Data Collection & Analysis:** Adept at using agency-specific databases to track client information.
- **Certifications:** Mental Health First Aid. CPR/First Aid.

EDUCATION

Elon University

Elon, NC

Bachelor of Arts: Journalism

Graduated May 2012

- **Awards:** Received John H. Barnhill Award, Ward Family Learning in Action Award, Iris Holt McEwen Community Service Award, and Community Impact Student Award.
- **Honors:** GPA 3.9
- **Organizations:** Member of Omnicron Delta Kappa, Phi Kappa Phi, Lambda Phi Eta.