

PROFESSIONAL SUMMARY

Well-organized and effective program administrator with demonstrated interpersonal skills in working with private and public sector organizations. Proven excellence with innovative program development, implementation, and evaluation. Strong proactive background in providing guidance, counseling, and strategic concrete opportunities to youth and their families. Experience in hiring, training, supervising, and advising program personnel. Excellent oral and written communication skills.

EDUCATION:

Graduate Certificate, Gerontology

Georgia State University, Atlanta, Georgia

B.A., Human Relations

High Point University, High Point, North Carolina

A.A., Social Studies

Lees McRae College, Banner Elk, North Carolina

PROFESSIONAL HISTORY:

CRISTO REY ATLANTA JESUIT HIGH SCHOOL

October 2013 –

Dean of Students

- Support School Principal in creating and managing school culture.
- Facilitate and Manage detention program.
- Maintain and foster communication with staff, students, parents, students, and volunteers.
- Teach Health and Physical Education.
- Collaborate with School Counselor regarding student services.
- Serve on Admissions Committee
- Coordinator of Crisis Management Team
- Serve on Accreditation Committee

Admissions Coordinator

- Manage operational procedures in Admissions Department.
- Maintain student database.
- Coordinate, Plan, and Facilitate recruitment events.
- Build and Foster relationships with community partners.
- Direct student recruitment task force.

SENIOR CONNECTIONS, INC., ATLANTA, GA

August 2012 – January 2013

Senior Center Manager

- Planned and coordinated social/educational activities.
- Managed day to day operations of Senior Center.
- Formed effective collaborations with volunteers and community agencies.
- Trained and supervised staff and members.
- Adhered to agency, state, and federal standards.
- Compiled data for weekly and monthly reports.

PATH ACADEMY CHARTER SCHOOL, ATLANTA, GA

August 2004-August 20012

Health and Physical Education Teacher

- Taught and promoted Health and Physical Education to diverse population.
- Engaged students in the classroom to maximize effectiveness and learning experience.
- Found innovative ways to motivate at risk students to improve dropout rate and increase AYP.
- Coached basketball.

BOYS & GIRLS CLUBS OF METRO ATLANTA, ATLANTA, GA

Assistant Director of College Bound

September 2002 – August 2004

- Promoted higher education through colleges and universities to teens.
- Successfully served as a resource for Club Staff in the development and implementation of educational Curriculum for middle school and high school programs.
- Prepared youth for higher education and assists them in identifying and obtaining resources for high education.
- Tracked progress and implementation to improve program's success.

BOYS & GIRLS CLUB OF METRO ATLANTA, ATLANTA, GA

Program Director

June 2002 – September 2003

- Managed and implemented overall program services within club.
- Completed required training credits for acceptance to Boys & Girls Club Professional Academy.
- Maintained effective and efficient use of agency physical and financial resources.
- Supervised and trained up staff and volunteers.
- Advised stakeholders of current trends.

BOYS & GIRLS CLUBS OF GREATER HIGHPOINT, HIGHPOINT, NC

Unit Director

November 2001 – June 2002

- Managed the development and opening of the first Boys & Girls Club in the City of Asheboro and Randolph County.
- Directed an \$85000 BA grant from Boys & Girls Clubs of America.
- Recruited, trained and supervised all Club staff and volunteers.
- Promptly submitted accurate personnel, administrative, and program reports.

- Initiated new in-school services to promote, improve, and maintain beneficial levels of academic achievement of club members.
- Formed partnerships with the Arts Guild, Chamber of Commerce, Police Department, Asheboro City Schools, Fire Department, 4H, etc.
- Developed and promoted several effective marketing tools that increased participation by 40%.
- Implemented and monitored innovative programs in areas of Vital Life Decisions, and Success in Schools.
- Completed several national management training workshops.

INSTITUTE FOR FAMILY CENTERED SERVICES, RICHMOND, VA

Family Service Coordinator

February 2000 – November 2001

- Provided court-ordered direct and referral services to diverse families in crisis.
- Served as a foster care and court representative for families.
- Provided supportive services with families and individuals with emphasis on education, modeling, and provision of useful and concrete options based on the needs of the family.
- Promptly submitted required reports and plans of service for clients.

COMMUNITY SERVICE:

High Point Hospital – Unhealthy Adolescent Behavior Task Force
 High Point YWCA – Adolescent Parenting Program Advisory Board
 High Point Communities in Schools – “Partner” Volunteer for 3 years
 High Point Parks and Recreation – Special Olympics Volunteer
 High Point United Way – Project Blue Print Graduate
 Atlanta Regional Commission-Atlanta
 American Red Cross – Atlanta
 Hosea Feed the Hungry – Atlanta
 Meals on wheels– Atlanta
 DeKalb County Government – Atlanta

AWARDS

Outstanding Graduate Certificate Student in Gerontology-Georgia State University
 Who’s who among American Junior College Students-Lees McRae College
 Outstanding College Students of America- High Point University
 Professional Development for best overall file system– Richmond Institute for Family Centered Services
 High Point Housing Authority Pillar of Fame recipient

Patrick D. Medley
4859 Brasac Drive, Stone Mountain, GA 30083 • (404)299-2727 • pmedley22@yahoo.com

REFERENCES

Mr. James Bethea Ph.D

Associate Professor
St. John's University
8000 Utopia Parkway
Queens, NY 11439
(347)752-0757

Mrs. Suttiwan Cox

PATH Academy Charter School
3007 Hermance Drive
Atlanta, GA 30319
(404)816-2135

Ms. Hazel Gonzalez

Director of Center Managers
Senior Connections
5238 Peachtree Rd.
Atlanta, GA 30341
(404)353-8971

Mr. Stephen Morris M.P.A.

Regional Manager
Boys & Girls Clubs of America
P. O. Box 2834
High Point, NC 27261
(336)431-9591

Ms. Wendy Rivers M.A.L.S.

Executive Director
Big Brothers & Big Sisters of Central Piedmont
P.O. Box 627
High Point, NC 27261
(336)882-4167