

yes

APPLICATION FOR EMPLOYMENT

HQ

Date Applied: May 1, 2015

Name: Holt, Tammie

Address: 2456 Grassroot Court, Apopka, Florida 32712

Home Phone: (407)619-9597

Alt Phone:

DL Class:

Email: holt.tammie@yahoo.com

Have you ever been employed anywhere under any other name(s)? No

If yes, please list name(s):

Position

Applied For: Youth Interv/Prevent Coord - CONTR Req#: 15-100 Minimum Acceptable Salary: \$

How did you hear about this position? Job Posting

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give dates of attendance, credit hours completed, type of degree, and major/minor. Be sure to answer "HAVE YOU GRADUATED?" List all technical and/or trade courses or programs you have completed.

Please indicate highest level of education: Master's Degree

Name/City, State of College	Dates Attended From - To	Credit Hours Completed Indicate Unit of Measure	Have you graduated? (if blank or future date, then NO)	Type of Degree	Major/Minor
Nova Southeastern University Orlando, FL	8/1/08 - 5/1/11	60.000 College/University grad-level semester hours	5/1/11	Masters	Mental Health Counseling
Florida A&M University Tallahassee, FL	1/3/98 - 12/12/02	120.000 College/University undergrad semester hours	12/12/02	Bachelor	Psychology Education

Technical skills or other training acquired or certificates, competency cards, or trade licenses you possess:

Personal Data

1. Have you ever been employed by the City of Orlando prior to this application? No
2. Does the City of Orlando employ any relative (by blood or marriage) or cohabitant of yours? No IF YES, give name/relationship, and department where they work.
3. Have you ever been convicted of a felony? No IF YES, give offense, date, county, state, and sentence for each conviction:
More? No

Previous Employment

Please give complete name and address of all employers including military employment. Dates of employment, salary history, name, and phone number of immediate supervisor must be included. Describe major duties performed and types of machines or equipment operated. A resume may be attached as a supplement; however, you must complete all information requested on the application.

Begin with your current or most recent employer and list all previous employers in chronological order. Also, account for all periods of unemployment. Omission of employment information will result in disqualification or dismissal.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Strengthening Our Sons, Inc.

DATES OF EMPLOYMENT: 10/1/08 -

ADDRESS: 750 S. Orange Blossom Trail, #162
info@strengtheningoursons.org, Orlando, FL

EMPLOYER PHONE: 9044724509

POSITION HELD: Director/Program Coordinator

KIND OF BUSINESS: Social Services

Supervisor: Carl Walker

Reason for leaving:

Description of Duties: Conceived, designed, and launched the organization. Program was created because of lack of services for male youths in Orlando. My duties include overseeing, supervising, and evaluating the overall operation of the Intervention & Prevention programs; Evaluate quality of the organization's services to ensure conformance with goals and objectives; I developed the organization's quality assurance manual for effective program implementation and operation; Research, prepare and write grants for the organization; Monitor to ensure that all grants are meeting goals and objectives; Assist with maintaining the organization's budget, tracks and reports all spending; Maintain liaison and cooperative working relationships with schools and other community agencies; Facilitate monthly staff/mentor meetings and attend board meetings; Work closely with the Board of Directors to identify key issues in response to organization's growth and development; Plan and initiate fundraisers; Market organization to the community, schools, state representatives and community leaders; Recruit, hire, and train therapist, mentors and volunteers; Designed training material for therapist, mentors and volunteers; Designed the prevention program curriculum, pre & posttest for youth, and surveys for parents; Plan youth events & activities; Facilitates psychosocial support and educational groups for youth and adults in the community.

Salary:

Accomplishments:

Wrote grant for Institute for Black Male Achievement Initiative and awarded \$20,000. Grant funding was used for developing a leadership succession plan, identifying more efficient uses of technology, and engaging in collaborations with more community partners.

Wrote a grant for the City of Orlando Mayor's matching grant totally \$4,000. Funding used for Male youth leadership programing, Teen Dating Abuse & Bullying Summit, and the Young Eagles Aviation program.

Wrote several Walmart community grants totally \$5200. Funds were used to purchase curriculum material for the prevention program.

Gained successful partnerships with OCPS minority initiative office; Goodwill of Central Fl. Goodguides; City of Orlando Parks and Recreation; Institute for Black Male Achievement; Eckerd Youth Alternatives; Urban League of Central FL, and Harbor House of Central Florida.

Implemented afterschool programs for males in OCPS High

schools; Serviced approximately 600-700 male youths through program and program events. Successfully improved behavior, attitude and grades of the male youths involved in both community and afterschool programs.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Harbor House of Central Florida

DATES OF EMPLOYMENT: 4/1/09 - 7/30/12

ADDRESS: , Orlando,

EMPLOYER PHONE: 4079634779

POSITION HELD: Youth Prevention Coordinator &

KIND OF BUSINESS: Domestic Violen

Supervisor: Dr. Monica Mendez

Reason for leaving: Grant ended

Description of Duties: Built strong rapport with OCPS; Organized and coordinated trainings for OCPS teachers and staff on identifying Domestic Abuse, Teen Dating Abuse & Bullying; Recruited and created youth groups in OCPS High schools; Designed curriculum and facilitated weekly youth groups at 3 OCPS high schools; Planned activities & Events; Evaluated youth programs quarterly, analyze pre & post data, compiled data to report to the Harbor House Executive team and the CDC-Center for Disease Control & Prevention; Assisted school administrators, counselors, and teachers on steps to take with student issues concerning abuse; Organized and co-facilitated orientations, in-service trainings and CEU credit course on the Recognize, Response, and Refer trainings to Harbor House staff, new-hire, volunteers and staff members at Florida Hospitals.

Salary: 39,000.000 Per year

Provided individual, family, and group counseling to survivors of domestic violence; Performed assessments/evaluations, diagnosis, and treatment plans; Facilitated one to one & group sessions in safety planning, crisis intervention, parenting and social skills, and career development for residential clients

Accomplishments:

Conceived, designed, and launched the (LOC) Leaders of Courage youth program for middle and high school students. Program was created to bring awareness and decrease teen dating abuse and bullying among teens. Also teach them the difference of a healthy vs. unhealthy relationship.

Assisted with researching and collecting data to write a federal grant "Project Courage" Grant was a 425,000 grant for 3 years.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Switchboard of Miami

DATES OF EMPLOYMENT: 10/1/06 - 8/30/08

ADDRESS: , Miami, FL

EMPLOYER PHONE: 3053584357

POSITION HELD: Volunteer Manager

KIND OF BUSINESS: Social Services

Supervisor: Nathan Gomez

Reason for leaving: Relocated after to be closer to my husband marriage

Description of Duties: Recruited, trained, and supervised large staffSalary: 44,000.000 Per year
of adult volunteers and college interns to work with students
from academically low performing schools, designed and
facilitated volunteer training material, maintained their work
schedules, service learning hours, session activities, and planned
events.

Collaborated and coordinate with administrators and school
faculty to define and meet the goals and objectives of students
needing tutoring and mentoring.

Worked closely with Program Director on managing program's
budget, evaluating programs, assisted with grant writing,
planned and coordinated activities for volunteers, students and
staff, provided ongoing liaison between the organization, local
schools, Universities, and the community.

Accomplishments:

Boost volunteer retention from 45% to 80% by reorganization
staff to increase teamwork with volunteers in 6 months.
Employee of the month (February 2007)

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Valencia College – West Campus

DATES OF EMPLOYMENT: 8/1/11 - 8/1/12

ADDRESS: , Orlando, FL

EMPLOYER PHONE:

POSITION HELD: Adjunct Instructor

KIND OF BUSINESS: College

Supervisor:

Reason for leaving: Pool Position- call when needed

Description of Duties: Provided classroom instructions through
lectures and eLearning on Human Growth & Development;
Developed course curriculum, and course syllabus. Prepared
classroom and online assignments, activities, test & quizzes;
Grade assignments, essays, and class presentations; Secure
guest speakers; participated in departmental and college
activities; Trained in using Articulate, Blackboard, and WebCT.
Attended departmental meetings.

Salary: 550.000 Per month

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Southern Technical College – Mount Dora Campus

DATES OF EMPLOYMENT: 8/10/10 - 6/1/11

ADDRESS: , Mount Dora, FL

EMPLOYER PHONE: 3523834242

POSITION HELD: Adjunct Instructor

KIND OF BUSINESS: Adult Education

Supervisor: William Henderson

Reason for leaving: Next semester courses was conflict is schedule

Description of Duties: Provided classroom instructions and lecturesSalary: 22.000 Per hour
on Psychology, Sociology, and Professional Development,
developed curriculums, and course syllabus; Mentored students
and facilitated workshops on Professional Development and
career planning. Attended departmental meetings.

Do you have an objection to our contacting your previous employer? No

EMPLOYER: Miami-Dade County Public Schools-Charles R. Drew Middle DATES OF EMPLOYMENT: 8/1/03 - 6/30/06

ADDRESS: , Miami, FL

EMPLOYER PHONE: 3056336057

POSITION HELD: Teacher

KIND OF BUSINESS: Secondary Educ

Supervisor: Ms. Laura Lee-Faison

Reason for leaving: 3 year teaching assignment

Description of Duties: Taught 7th grade civics & U.S. History, created and implemented classroom lesson plans, maintained student attendance, grades, progress reports, and curriculum; integrated computer resources and the internet to promote interactive learning; participated on curriculum development team for 2 years, attended team meetings, planned school wide projects, activities and other school related evening and weekend programs.

Salary: 51,000.000 Per year

** Nominated Rookie Teacher of the year. (2004)

Initiated Social Studies club for students; Assisted students with planning school wide and community events and fundraisers. Also assisted students with preparing for local and region History competitions.

Applicant Acknowledgement

You are required to sign and date your application. Falsification or omission of information will result in rejection of the application or dismissal if you are employed by the City of Orlando. In addition, an individual may be subject to prosecution under Orlando City Code Section 43.16. False Information. Your signature also authorizes the City of Orlando to request criminal checks from local, state, and federal agencies; and employment and educational information/verification from your existing and previous employers and educational institutions. All job offers with the City of Orlando are contingent upon satisfactory completion of a background check and a physical examination by an agency determined by the City. The physical examination includes screening for the presence of illegal narcotic substances.

Date Signed: 5/1/15

Electronic Signature: *Tammie Holt*

THE CITY OF ORLANDO IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, GENDER, NATIONAL ORIGIN, OR DISABILITY.

CERTIFICATION. My electronic signature (below) certifies that my answers to the supplemental questions below are true and complete to the best of my knowledge. I understand that falsification or omission of information will result in rejection of my application or dismissal if I am employed by City of Orlando. I also understand that an individual may be subject to prosecution under Orlando City Code Section 43.16. False Information.

Are you a current City of Orlando Employee?
No

What is your highest education level completed?
Master or Doctorate

Do you have a bachelor degree in social work, psychology, or education? (IMPORTANT: You must provide details of credit hours completed, school/college name, subject areas, etc. in your online application or resume in order to be given proper credit for your education.)
Yes

How much responsible work experience do you have providing counseling, intervention services, educational, or other social service delivery to at-risk youth, young adults, and/or families? YOU MUST provide details of experience in your profile or online resume in order to be qualified for this position-- include employers, job titles, dates of employment, duties, systems utilized, supervisors' names, contact information, reasons for leaving, etc.
More than seven years

For this recruitment, we are targeting individuals who have some of all of the following types of specific experience: developing and administering community-based programs, coordinating volunteers, grants administration, project management, supervision, and public speaking. Please use the space below to describe in sufficient detail your experience in these fields. This does not replace your resume or the work history (Employment) portion of your application.

I am a creative, enthusiastic, and experienced professional whose accomplishments reflect superior program development & implementation. I have strong leadership skills, and a demonstrated commitment to program growth. I also adept at creating innovative youth programs that produce maximum results in reaching their goals.

My experience, knowledge and skills includes the following for each:

(Developing and Administering community-based programs)- I devised several community and in school prevention youth programs. I've also devised a youth program that provides both Intervention and Prevention services. My experience and skills includes assessing programs' strengths and weaknesses before setting the directions and strategies to meet their goals. Creating objectives that flow from the program's mission and responsibilities. Researching and creating curriculum that's aligned with the program's focus; and creating pre & post-test and surveys to assess youth learning and program outcomes. I also have experience in tracking and compiling data for reporting purposes.

(Coordinating volunteers)- My experience and skills include recruiting, training, and supervising large staffs of adult mentors, volunteers and college interns to work with students from low socioeconomic communities and academically low performing schools. I have knowledge in designing and facilitating mentor and volunteer material for training. I also have experience in maintaining work schedules, service learning hours, session activities, and planned events & activities.

(Grants administration)- My experience and skills include researching, preparing proposals, gathering & compiling data, and creating a budget for grants unto 20,000 personally and assisted on teams on several foundations, state, and federal grants for over 20,000 to 425,000.

(Project Management)- My experience and skills include initiating and spearheading many projects and seen them all through completion. Such as teen summits for different causes, youth town hall meetings, community/county wide events and Intervention & Prevention services for at-risk youth and their families.

(Supervision)- My supervisory skills include overseeing small to medium staff members and large groups of volunteers and mentors. Creating and maintaining work schedules and time sheets. Created mini employee/volunteer retreats to help keep moral high, minimize conflicts, and increase teamwork.

(Public Speaking)- My public speaking experience includes marketing programs, conducting presentations in front of small to large groups, and teaching, and facilitating trainings to children and adults.

Do you feel you have strong abilities to use the following? (CHECK ALL THAT APPLY.)

Microsoft Office 2007 or later
Microsoft Excel 2007 or later
Microsoft PowerPoint 2007 or later

A valid driver license from any state is required for this position. If you possess a Florida driver license, enter the DL number (no dashes or spaces) and expiration date in the space provided. Please follow the format shown in the EXAMPLE:

EXAMPLE: X123123121230 Exp 01/01/2016

If you possess a valid driver license from another state or country, enter OTHER STATE.

If you do not possess a valid driver license at this time, enter NONE.

Electronic Signature: I certify that the foregoing answers are true and complete. [Type your name in the space provided.]
Tammie R. Holt



Tammie Holt

15-100

5/1/15