



Contra Costa County

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Middle Initial	Last Name		
<input type="text"/>	City	State	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Best number to reach you)		<input type="text"/>	<input type="text"/>	
<input type="text"/>		<input type="text"/>		
Resident of Supervisorial District (if out of County, please enter N/A):		District Locator Tool		
Do you work in Contra Costa County?		Yes	No	If Yes, in which District do you work?
Current Employer	Job Title	Length of Employment		
How long have you lived or worked in Contra Costa County?				

Board, Committee, or Commission	Seat Name
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: Yes No If Yes, how many?	

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded
		Yes No
		Yes No
		Yes No

Occupational Licenses Completed:

Certificate Awarded for Training?

Other Trainings Completed:

Yes No
Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am including my resume with this application:

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Sandra White

Date:

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Sandra G. White

Summary of Qualifications: Highly knowledgeable and passionate Marriage and Family Therapist Associate with an educational background in diagnosing and treating mental and emotional disorders, whether cognitive, affective, or behavioral, within the context of marriage and family systems. Applying psychotherapeutic and family systems theories and techniques in the delivery of professional services to individuals, couples, minors and families for the purpose of treating such diagnosed nervous and mental disorders.

EDUCATION:

- John F. Kennedy University, Graduate School of Professional Psychology
M.A. in Counseling Psychology, Concentration: Marriage and Family Therapy
- John F. Kennedy University, Bachelor of Associate in Psychology
- Chabot College, A.A. Human Development

COUNSELING EXPERIENCE:

Private Practice – Counseling, Pleasant Hill, CA

December 2012 – 2019

Marriage and Family Therapist Associate

Provide psychotherapy to Individual, Couple, Families and Minors in Private Practice.

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

Amador Institute – Counseling, Antioch, CA

February 2013 – March 2014

Social Worker Case Manager

- Supervise THPP Plus adults
- Coordinate Social Service appointments for THPP client
- Set weekly goals for THPP client
- Facilitate weekly House Meetings
- Individual Counseling for Medical Clients

Center for Personal & Relational Development, Walnut Creek & Pleasant Hill, CA

September 2012 – November 2012

Marriage and Family Therapist Associate (under supervision)

Provided psychotherapy to Individual, Couple, Families and Minors in Private Practice.

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

Family Resiliency Project, Pleasant Hill, CA

January 2012 – September 2012

Family Resiliency Counselor Associate (under supervision)

Provided family counseling to at-risk youth and their families from diverse ethnicity in schools and community settings, including the Mount Diablo Unified School District, Antioch Unified School District.

- Facilitate Psycho-Educational Workshops
- Facilitate Group Therapy
- Provide Case Management services to families
- Worked with at-risk children and their family

John F. Kennedy Community Counseling Center, Pleasant Hill, CA

April 2010 – September 2012

Marriage and Family Therapist Associate (under supervision)

Responsible for providing psychotherapy to family, children, and individual clients.

- Developed and implemented treatment plans to help clients mobilize inner capacities and resources to improve social functioning.
- Maintain progress notes for all clients to ensure proper documentation of session content and interventions.
- Conducted individual, family, and group therapy sessions in accordance with the established treatment plan and provided crisis intervention when necessary.
- Prepared psychological and mental health assessments by obtaining background information such as physical, psychological and mental health, and social factors which contribute to the client's situation and by studying case histories of clients/residents.
- Provided consultation, made recommendations, gave appropriate advice, and facilitated decisions.
- Facilitated the use of research data to improve existing programs and utilization of resources.
- Provided case management services to include evaluating the needs of clients, referrals, and developing and implementing treatment plans, and monitoring progress.
- Conduct phone intakes and refer clients to appropriate resources based on individual needs.
- Foundational coursework and training in Cognitive-Behavioral and Family System Therapy.

Diablo Community Day School, Concord, CA

October 2011 – December 2011

Psychotherapist Associate – School Based

Responsible for providing psychotherapy to students who have been expelled.

- Counsel students who have been administratively placed by MDUSD Student Services Office following referrals from: Probation Department, MDUSD School Attendance Review Board, and/or MDUSD Positive Behavior Team.

College Park High School, Pleasant Hill, CA

Deer Valley High School, Antioch, CA

August 2010 – June 2012 School Year

Marriage and Family Therapist Associate – School Based

Responsible for providing academic coaching and psychotherapy to high school students.

- Counseled students in grades 9 through 12, using cognitive behavioral, reality, and person-centered approaches, to address depression, assertiveness issues, self-esteem, poor academic performance, and interpersonal difficulties.
- Implemented individualized educational goals and objectives to enhance student responsibility, accountability and independence.
- Collaborate with teachers, occupational therapists, and student advisors to form an engaging multidisciplinary team.
- Facilitate Group Therapy group for high school students.

Workshop Facilitator:

Simpson Temple Christian Center – Oakland, CA

February 2015

- Presented four seminar series on Emotional DNA
- Series 1: Transgenerational DNA
- Series 2: Living Consciously
- Series 3: Self Acceptance
- Series 4: Self Responsibility

American Association for Marriage and Family Therapy – Pleasant Hill, CA

October 2012

- Presented two educational presentations at the AAMFT Student Conference on:
 - *Cultural Competency, Stereotypes, Myths, and Misconceptions*
 - *Immigration Effects on the Family and Cultural Complexities*

John F. Kennedy University Didactic Facilitator - Pleasant Hill, CA

July 2012

- Present educational presentation on ‘How to Respond to At-Risk Youth’ to MFT Trainees.

John F. Kennedy University Didactic Facilitator - Pleasant Hill, CA

October 2011

- Present educational presentations to MFT Trainees on Street Gang Mentality & How to Respond to At-Risk Youth.

SeventhStep Youth/Adult Facilitator - Hayward, CA

June 2011 – July 2011

- Prepared material and presented lectures for at risk Juveniles and Adult Male Parolees on how to respond versus react in crisis.

Seminars:

Challenge Day 3 day Workshop

Adult Participant

Challenge Day Headquarters’

Concord, CA

02/13

Challenge Day

Adult Participant

College Park High School

Pleasant Hill, CA

10/12

Certifications:

ACT Against Violence (Raising Safe Kids) Workshop Facilitator - Concord, CA

April 2011 – 2014

- Facilitate psycho education group for parents, caregivers & families who have children from birth to age 8.

(YIN)Youth Intervention Network Family Mediator - Antioch, CA

January 2011 – 2014

- Mediated families in crisis referred from Antioch School District and Antioch Police Department.

(YIN) Educational Advocate - Antioch, CA

April 2011 – June 2013

- Provided educational information, guidance, and support to families with youth in Antioch Schools.

SANDRA G. WHITE

Dedicated, proactive, and dynamic human resources and staffing professional, with a career of solid and progressive experience in all facets of human resources management, office supervision, and personnel management. Highly skilled in managing employee relations, recruitment, retention, training, strategic human resource objectives implementation, and organizational behavior process improvement. Demonstrated outstanding ability in providing critical support in the development and implementation of human resources strategies that achieve optimal business results. Hands-on manager with outstanding leadership, interpersonal, problem resolution, and relationship-building skills; and adept in culture and diversity management. Skilled at effectively balancing organizational and employee needs coupled with exceptional problem solving, interpersonal, and communication skills.

Key areas of specialty include:

- Skilled in resolving complex HR, Employee and Vendor issues.
- Strong communication, organization, interpersonal, and leadership style.
- Demonstrated ability to identify, develop, motivate, coach, and lead effective teams.
- HR Policy, Process, & Systems Design.

Solid background and HR Strengths:

Strategic Staffing Initiative	Conflict Mediation & Advocacy	Human Resource Information Systems
Vendor Negotiations	Human Resources Management	Staff Recruitment & Retention Programs
Labor policy development	Employee Relations	Management Coaching
Performance Management	Organizational Development	Employment Law FMLA/ADA/EEO/WC

Professional Experience

Center for Social Dynamics

February 2019 - Current

Vice President Human Resources/Business Consultant Concord, CA 94520

- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Responsible for investigating, monitoring, and resolving complex employee situations from origin to conclusion while minimizing organizational risk
- Collaborates with executive leadership to define the organizations long-term mission and goals; identifies ways to support this mission through talent management.
- Ensures the implementation of performance management (standards, reviews, and constructive discipline).
- Manages employee compensation (merits, adjustments, incentives) and benefits.
- Evaluates and advises on the impact of new programs/strategies and how it relates to the attraction, motivation, development, and retention of employees.
- Manages and monitors the budget and other financial measures of the Human Resource Department.
- Develops planning to prepare top talent and leaders for more significant responsibilities.
- Participates in the development of the market's plans and programs as a strategic partner, but particularly from the perspective of the impact on people.
- Ensure compliance with EEOC, ADA, and other federal and state guidelines.
- Translate the strategic and tactical business plans into HR strategic and operational plans.
- Design and implement comprehensive talent development and talent management programs.
- Demonstrated ability to be highly detail-oriented and analytical, translating business acumen into HR strategies.
- Excellent communication and presentation skills, with the ability to influence and build trusting relationships.

Toolworks Organization

September 2017 – February 2019

Sr. Director of Human Resources and Administration San Francisco, CA 94108

- Develop and implement strategies for effective recruitment, training, and retention of employees.
- Develop strategies that effectively carry out the organization's mission- including representation of individuals with disabilities and other diverse groups in the organization's employee classes.
- Develop compensation and benefits structure that effectively utilize the agency's resources and ensure employee satisfaction.
- Manage all administrative policies and procedures as it relates to HR, operations, finance, and office management.
- Manage all aspects of compliance: policy and procedures, local, state, and federal law, ensuring that policies are implemented and carried out uniformly across the agency.

- Manage the time of the Fiscal Manager, Office-HR Manager, and IT Manager to ensure good workflow and productivity in the Administration Department.
- Manage personnel and administrative file systems including HRIS electronic system.
- Manage technology upgrades and communication.
- Create and deliver company communications.
- Complete all required reporting: EEOC, Vets Report, 5500's, OSHA 300A, and other necessary compliance related reporting.
- Maintain and update all retirement plan docs: 401k, 403b, 457b, and WDR pension plan.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job and determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Edgewood Center for Children and Families
Senior Director of Human Resources/Business Partner
San Francisco, CA

January 2015 – September 2017

- HR consultant to all levels of management.
- Manage recruiting department and process which encompass, staffing open positions, job posting, sourcing, and candidate screenings, schedule interviews with the candidate and applicable departments, and onboarding.
- Creator of talent profiles for employee measurement/talent pipeline.
- Draft/review/implement corrective action plans, performance improvement plans, terminations, and reductions-in-force (layoffs).
- Researched and prepared recommendations regarding grievances arising from labor agreements.
- Union avoidance training and initiatives.
- Union negotiations/HR subject matter expert.
- Researched and analyzed existing and proposed legislation.
- Coordinates the development and implementation of HR record-keeping systems, and other administrative control processes.
- Directs, plans, and implements policies, objectives, and activities of organizations regarding Human Capital to ensure continuing operations, to maximize returns on investments, and to increase productivity.
- Interprets and explains policies, rules, regulations, and laws to organizations, corporate officials, and individuals.
- Monitors and minimizes turnover with field leaders; including identifies and evaluates cause of turnover from exit interviews.
- Performance/talent management and succession planning.
- Advises and collaborates with Corporate Operation executives and field managers on all employee relations issues: promotions, progressive discipline, terminations and leaves of absences.
- Conducts investigations in response to employee complaints and assist field managers in responding to complaints.
- Recommends, develops, and implements personnel policies and procedures in compliance to Joint Commission accreditations; to include updating the Employee Manual, Handbook, etc.
- Develops and delivers presentations/training programs to field manager and HR liaisons with regards to human resources compliance, polices, practices and including management and leadership development.
- Collaborated with managers on succession planning and performance management review process.
- Designed and implemented a comprehensive New Hire Orientation and on-boarding program for employees at all organizational level.
- Monitored programs for effectiveness and cost containments, including departmental budget.
- Ensures that business unit leaders and managers maintain HR-related complication functions: FLSA, FMLA, ADA, AAA, EEO, IRA, HIPPA, Harassment, and all other HR Corporate Policies.

Redwood Community Services Institute
Marriage and Family Therapist (under supervision w/Diana Methfessel)
Pleasant Hill, CA

December 2012 – June 2019

Provide psychotherapy to Individual, Couple, Families and Minors in Private Practice.

- Trauma / PTSD
- Stress Management
- Self Esteem
- Depression / Anxiety
- Relational Issues
- Grief and Loss

- Conflict Resolution
- Conflict mediation with families in crisis

Ultra Clean Technology
Senior HR Strategic Business Partner
Hayward, CA

November 2011 – January 2015

- Develop business and increase UCT's presence and program opportunities within the organization.
- Liaison between vendors' and UCT's HR/managers resolving all contingent staffing needs.
- Managed VMS/MSP systems for contingent labor.
- Processed weekly payroll for over 200 employees working with ADP ezLaborManager. Workforce Now with Time and Attendance feature.
- Planned and implemented program components for contingent workforce.
- Create quarterly excel reports and present to management focusing on hiring trends to review ROI.
- Train managers on hiring process and the benefits of recruited hires (i.e., cost savings in cutting sourcing/screening time, mitigating miss-classification risks).
- Coordinated all contract and labor requisitions between UCT and its secondary vendor suppliers.
- Process operational activities, such as leave-of-absences, workers' compensation claims, and employee safety.
- Manage training and development programs for all departments as the business partner.
- Maintain and manage contingent labor headcount including associate relations, trouble-shooting challenges, coaching code of conduct.
- Prepare documents and reports relating to the employment of temporary and contractor personnel (i.e., timecards Workforce Now Time and Attendance, billing, excel weekly and monthly reports) including the payroll (point of escalation when necessary). Independent Contractor audits exit interviews for client employees and associated analysis, internship program.
- Work with vendor (HRBP's & Managers) to facilitating resolution to ER issues.
- Continually "status" client on the progress of candidate pre-qualification, interview process, hiring cycle, on-boarding, new hire orientation, safety training, off-boarding and exit interviews.
- Track hiring activity through both internal software (Staff Suite) as well as continuously updating vendor's ATS.
- Manage New Hire Orientation, Conduct Annual Performance Evaluations and work collectivity and individually with On-Site Team/staff development.
- Developed and coordinate annual college internship program.
- Analyzed, diagnosed, and productively resolved problems through conducting and applying organizational interventions and strategic solutions.
- Recruiting open positions coordinate the posting, sourcing, initial phone call screenings, along with the arrangement of interviews with the candidate with the applicable departments, and onboarding.

On Assignment Staffing Group
Full Desk Recruiter
San Bruno, CA

May 2008 – February 2009

- Recruited and hired candidates in contract, contract-to-hire and permanent placements for multiple client companies.
- Filtered and reviewed completed candidate profiles, resumes, and evaluated applicants work history, education and training, job skills, desired salary, hourly rate, and personal qualifications against open requirements.
- Made initial contacts, scheduled, and conducted full interview cycle, met each personally, checked references and submitted for the matching position.
- Negotiated salaries and hourly rates, extended offers of employment to successful candidates and filled all the necessary paperwork after the hire.
- Developed and implemented effective recruiting strategies to attract, screen, recruit, and select high quality candidates including referral generation, ad placement, position postings, direct sourcing, cold calling, and networking to develop a qualified pool of candidates.
- Established and maintained solid working relationships with hiring managers.

Novo Nordisk Delivery Technology
HR Business Partner /HR Program Manager
Hayward, CA

March 2005 - May 2008

- Managed vendors' contract-staffing requirements.
- Created HR solutions that sustained key business requirements and aligned with the organizations short/long term business objectives.

- Exemplified expertise in developing, implementing, and administering human resources policies and procedures, such as an Employee Handbook which encompassed multiple states employee laws.
- Led Round Table forums for Associates and prepared metrics (i.e., Associate Satisfaction Surveys).
- Human Resource liaison between NNDT end-users and recruiters, ensuring that hires were met in a timely manner.
- Insured that approved contract labor requisitions were distributed to the appropriate secondary staffing firms.
- Coordinated all contingent labor requisitions between Novo Nordisk and its secondary suppliers.
- Managed VMS/MSP systems for contingent workforce.
- Interfaced with sub vendors' human resources senior representatives.
- Consulted with line management providing HR guidance when appropriate.
- Dealt with different operational activities, such as leave-of-absences, workers' compensation issues, and employee safety.
- Coordinated and attended career fairs for recruiting and company recognition.
- Identified and managed training and development needs for individually assigned departments as the business partner.
- Worked closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Partnered with the Business Partner in order to collaborate with each departments' staffing needs.
- Efficiently maximized effectiveness and ensured the delivery of optimal business results through developing and implementing key organizational development strategies that addressed various areas such as workforce planning and/or organizational health.
- Developed and coordinated college internship program.
- Provided consulting expertise to senior leadership teams on all employee relations issues, including EEO law and company policies/practices; reviewed and analyzed trends to develop or refine diversity, work-life, or other HR programs.
- Analyzed, diagnosed and productively resolved problems through conducting and applying organizational interventions and strategic solutions.
- Developed and implemented training on HR related subjects such as employee law, diversity, management practice.
- Participated in evaluation and monitoring of success of training programs. Followed-up to ensure training objectives were met.
- Maintain in depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partnered with legal department as needed to avoid co-employment issues.
- Advised management on adverse actions and conducted adverse impact analysis; conducted investigations of EEO. concerns: made recommendations and implemented solutions based on issues investigation process, attended. unemployment hearings and prepared accurate summary report of employee relations issues.

- | | | |
|---------------------|--------------------------------|-------------------------------------|
| ▪ Open requisitions | ▪ Positions filled | ▪ Contractor's Employee data |
| ▪ Manage VMS/MSP | ▪ Cost per hire | ▪ Secondary Supplier data |
| ▪ Expenditures | ▪ Customer Satisfaction Survey | ▪ Hiring Manager Skill-Set Profiles |

H.L. Yoh Healthcare Company
Recruiter/Sourcer (July 04 – March 05)
Walnut Creek, CA

September 04 – March 2005

- Recruiting activities consisted of candidate screening and assessing skills and competencies to meet job.
- Tracked applicant activity status and reported per OFCCP requirements.
- Followed up on job leads in support of Yoh's sales activities.
- Sorting Applications and Shortlisting Candidates.

H.L. Yoh Scientific Company, Walnut Creek, CA
HR & Recruiting District Program Manager

December 00 – September 04

- Insured contract-staffing needs were met in a timely manner. Functioned as liaison between hiring managers and recruiters confirming correct job descriptions, position scope and requirements were accurate.
- Insured that approved contract labor requisitions were distributed to the appropriate secondary staffing firms.
- Coordinated all contract labor requisitions between Yoh and its secondary suppliers.
- Interface with client sites human resources representatives.
- Coordinated & facilitated Supervisors safety meetings, client, and employee social events, and other related group meetings.
- Coordinated Agency outplacement programs for employees affected by reduction in work force.
- Facilitated safety training sessions for employees at various sites.
- Processed terminations as needed.
- Conducted weekly New Hire Orientation.

- Kept HR boards up to date with current regulations and Federal and State mandated postings for all sites.
- Tracked applicant activity status and reported per OFCCP requirements.
- Collected and tracked accidents and near miss data for all sites.
- Managed Workers' Compensation claims for external employees.
- Performed other duties and projects assigned by the Director of Human Resources.
- Coordinated working hours of contractor's employees along with collecting and processing timecards, verify accuracy and confirm signatures by authorized managers.
- Compiled and delivered all customized management reports.
- Participated in corporate meetings regarding national on-site programs at Yoh.
- Employee coaching and counseling pertaining to employee relation issues.
- Awarded the Yoh Management Award at National meeting for On-Site performance.

EDUCATION

John F. Kennedy University, MA Counseling Psychology – Pleasant Hill, CA
John F. Kennedy University, BS Psychology – Pleasant Hill, CA

PROFESSIONAL DEVELOPMENT

St. Vincent de Paul: Developed resume writing, career coaching and job interview Skill Training Modules for St. Vincent de Paul Work Champion Program in Oakland, CA.

Member of SHRM: Society for Human Resource Management

Executive Presence: Certificate of completion eCornell

Employment Law: Certificate of Completion eCornell

SHRM: Human Resource Certificate of Completion

Certified Conflict Mediator: Certificate of Completion

Competent Communicator: Toastmasters International

Computer Skills:

- Brassring, Recruitmax, Staffsuite, Groupwise, ADP ezLabor Manager, VMS, SnapHire, Paycom, UltiPro and Paylocity, Workday.
- MS Office (Word, Excel, PowerPoint, Access, Outlook, Teams).
- Zoom, ChatGPT

Professional Training:

Domestic Violence Workshop Training
Human Sexuality Workshop Training
HIV and AIDS Workshop Training
Child Abuse Assessment, Reporting and Treatment Training
Developing Workshops Training
Addiction Workshop Training
OMEGA Training Institute / “Street Soldiers”

References upon Request