

Theda Fields-White

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Career Objective

A highly enthusiastic, resourceful, and experienced individual with a background in grant writing, program development, fund development, case-management and program management. Offers an old-fashioned work ethic and excellent prioritization abilities with superb leadership, interpersonal, supervisory, communication and coaching skills.

Education

Cornerstone University 2013-2014
Grand Rapids, MI
Leading Community Based Ministry
Certificate

Professional Experience

Help 4 Us, Inc. 2014-present
Grantwriter/Fund Developer

- Seek and secure funding opportunities for 501 C 3 organization's
- Prepare 1023 applications
- Provide information and strategies to assist others in achieving their goals
- Facilitated workshops and seminars

Escape Ministries, Holland, MI

Operations Manager 2014-2015

- Supervise staff coordinate, manage and monitor the workings of various departments in the organization.
- Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
- Work with the ED plan the use of human resources. Assist in recruitment and placement of required staff; establishment of organizational structure; delegation of tasks and accountabilities. Supervise staff.
- Seek and secure grants and funding possibilities.

Off Broadway Apartments, Grand Rapids, MI

Leasing Consultant 2013-2014

- Performed daily inspections and submitted required daily, weekly and monthly reports
- Provided consistent and prompt responses to leads
- Accurately communicated lease terms of all documents
- Provided excellent customer service
- Plan and host resident activities
- Accurate recording of maintenance requests
- Collect and process rent payments
- Maintain accurate records and input into the computer
- Scanned and processed bills for payment
- Performed market surveys, marketing activities and promoted renewals and referrals among residents

- Experience with software systems; Property Solutions, Verifirst, AMSI, MRI, Yardi, Avid, and Microsoft Office

Jubilee Jobs, Grand Rapids, MI

Employment Training Instructor

2011-2013

- Provided individual and classroom instruction in workforce development products
- Submitted timely reports
- Created an environment for mock interviews
- Created a sample workplace environment for hands on training experience
- Scheduled events, speakers and workshops pertinent to entry level employment to career placement

Mercy-CMC, Charlotte, NC

CICU-Unit Secretary

2009-2011

- Maintain accurate patient files
- Provide excellent customer service
- Accurately communicate information to patients, physicians and various departments in the medical system

Skills

- Professionally committed and responsible.
- Adapt easily to new situations.
- Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
- Maintain focus in demanding work environments, under deadline and pressure conditions.
- Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.