

-Work Experience

**Freelance Delivery Driver**

Postmates Mar 2020 to Present

**Founder Trans Matters Now Services Network 2015 to Present**

TMN Services Network connects transgender people to services that matter: Legal Representation, Employment Services, Appropriate Clothing, Community Resources, Community Education, Community Support.

Create bylaws, policies & procedures. Create, structure, launch, and manage organizational programs and services. Prepare, plan, and prioritize individual program goals through scheduled check-ins & weekly team meetings. Continuously seek out ways to enhance resources related to organizational objectives. Ensure legal compliance of programs' operations. REcruit, interview, onboard, and train volunteers for each program. Provide leadership training, management, & guidance, through feedback & assessment. Update BOD with statistical information, activities, & program updates. Maintain analytical statistical information for quarterly & yearly reports for each individual program. Seek, apply, and oversee fundraising and grant opportunities and ensure accurate record keeping. Create, maintain & facilitate training modules for community members, as well as volunteers. Seek promotional opportunities to increase organizational success. Build, nurture, and maintain partnerships with third-party businesses and organizations, in order to further the resources and services available for clients. Maintain Partnership relationships through various channels including the monthly partnership email, monthly newsletter, and correspondences within partnerships to strategize for programs. Maintain website, send volunteer welcome letters, & periodic newsletters.

**Website & Social Media Director**

transKids Safety Network (Org Folded) Sept 2018 to December 2019

Design, oversee, & create content for the organization website, Creating intake forms, spreadsheets, & data analytics models, Maintain social media platforms, Ensure website, forms, & social media platforms are in operation upon launch, Maintain accurate information of programs, services, & progress on website & social media.

**Programs Director/ Vice President of Board Of Directors**

Trans Empowerment Project; Knoxville, TN September 2017 to April 2020

**Vice President:**

Implement policies & procedures, Create & manage program structuring, Plan & prioritize periodic goals through scheduled check-ins & leadership meetings, Prioritize program goals & organizational objectives, Ensure full legal & licensing compliance for all programs managed, Work with Volunteer Coordinator & Program Directors to ensure appropriate staffing, Provide leadership training, management, & guidance, through feedback & assessment, Updating board of directors with statistical information, activities, & program updates, Maintain & report statistical information for quarterly & yearly reports for each program, Oversee fundraising team to ensure accurate records for grant writing & funding opportunities, Create, maintain & facilitate training modules, Seek promotional opportunities to increase program success, Build partnerships with third parties to further the services available for clients, Maintain Partnership relationships through various channels including the monthly partnership email, monthly newsletter, correspondences within partnerships to strategize for programs, Maintain program webpage, welcome new staff and volunteers, draft monthly newsletters.

**Program Director:**

Trans Employment Project: Connects trans individuals with inclusive employers currently hiring for onsite or remote positions which they are qualified.

TransMentoring: All ages program for trans people in need of guidance, support, & mentoring from an individual who can assist in goal planning, life organization, & encouragement to reach goals. Planned, created, & facilitated bi-weekly group mentoring sessions.

inTRANSition: Host home program for young trans adults seeking shelter through placement with sponsor volunteers. Helping marginalized clients escape from a dangerous, non-supportive, homeless, or displaced situation.

Project Name Change: Program for documentation assistance by state/county for name & gender change processes, as well as referral to our partner orgs for direct financial assistance.

TEP Assistance: General assistance provided for clothing, hrt, food, shoes, toiletries, & third party resource referral for things like medical providers, mental health professionals, hair stylists, support groups, etc.

**Peer & Crisis Support Operator**

Trans Lifeline – San Francisco, CA June 2017 to Sept 2017

Provide peer support & encouragement for people experiencing suicidal thoughts or behaviors as well as crisis intervention & third party resource referrals.

### **Sales & Customer Service Representative**

United Health Response - Portland, OR January 2016 to June 2016

Outgoing warm sales calls for online product sale completion. Customer service provider one day a week.

### **Company Owner/Manager**

Inside & Out: Home Helpers - Denver, CO October 2014 to October 2015

Created a strong base of customers with recurring appointments. Duties: deep-cleaning, maintenance cleaning, after-construction cleans, organization, billing, & follow-up with clients.

### **Life Advisor (Web-based)**

Oranum Online Community April 2012 to January 2013

Worked remotely via chat & video conference for private client meetings & face-to-face interactions with people from around the globe. Helped clients to: set realistic goals, learn how to prepare for goals, encourage positive life changes, to strategize a plan of action for upcoming life events in order to achieve a more fulfilling life, learn & implement meditation practices such as yoga, & visualization.

### **Nurse (Austin, TX; Shelby, MS; Greenwood, MS; Columbus, MS, Tuscaloosa, AL; Fayette, AL)**

Contract August 2006-January 2014

**LPN:** Create, implement, & evaluate a care plan for clients. History of working within impoverished communities, HIV/AIDS population, predominantly Black communities, mental health nursing, post-surgical care, working with religious minorities.

**Medical Secretary:** Processing new physicians orders, entering client data into the computer system.

**Nurse Preceptor:** Allowed student nurses to shadow train with me for one week, then monitor their performance during their clinical rotations for two weeks. Also was the first LPN to be trained in the electronic medication administration records system, then taught all other LPN's on my unit, when the hospital swapped from paper records.

**Specified Training Courses:** *Cultural & Religious Diversity In Medical Care, Technology Advancement for Medication Administration Records, Bridging Cultural Divides to Provide Premium Nursing Care, Caring With Dignity: Non-Verbal & Comatose Patients, Premature & Neonatal Infants: The Healing Touch. CPR/BLS/ACLS 10+ years. Emergency Street Therapy, Emergency Street Medic.*

### **-Skills**

Typing: 90+WPM, CPR Certified (10+ years). Knowledge of platforms such as: Google Suite, Slack, EveryAction, VolunteerMatch, WordPress, HubSpot, HomeBase, WebBuilder, CanvaPro, YouTube, Patreon, Weebly, Facebook, LinkedIn, Twitter, Instagram, Facebook, MailChimp, MailerLite, Zoom, & Wix.

### **-Education**

**Business Computing** 1998 to 2000

McKellar Technology Center - Columbus, MS

**Technical Degree in Practical Nursing; General Studies**

Bevill State Community College - Fayette, AL

### **-Awards**

**National Sojourners Award** May 2001

Awarded for patriotism, strong leadership & contributing the most to encourage & demonstrate positive Americanism within the AFJROTC Corps of Cadets & on campus.

-Certifications/Licenses

**Suicide Prevention** July 2017 to Present

Certification of completion: 32-hour comprehensive course, accredited by Contact USA.

**Practical Nursing** LPN: August 2006 to August 2015 **CNA** CNA: May 2002 to August 2006

**The Executive Director's Guide: Governance** Completed 8/14/2018 Status: Completed

**Anyone Can Change the World:** Completed 5/10/2018 Status: Completed

**Support an Inclusive Culture:** Completed 5/10/2018 Status: Completed

-Activism (See header section, "[media portfolio](#)" for more details.)

**Causes:**

RiseUp Austin: 2012-2013; Planned Parenthood: 2014; Justice 4 Jonas: 2018

**Petitions:**

Enact Kari's Law: 2013; Pass The Carers Act: 2015; Support Sex Workers in OR: 2016; Return Nurse Deported By ICE: 2017; Trans Military Rights: 2017; Protect US Endangered Species: 2017; Clemency for Cyntoia Brown: 2017; Stop Food Waste-End Hunger: 2017; Stop Cops Legal Sex w/people in Custody: 2018; #GiveMateoBack: 2018; Support Marleigh Childhood Cancer: 2018; Justice for Botham Shem Jean: 2018; MSEA Safe Schools: 2018; Walking While Trans Ban NYC: 2019; Full Inclusion District 211: 2019; End Police Brutality/BLM: 2020; End HealthCare Discrimination: 2020.

**Projects:**

**Blog Curator/Writer** Two Trans One Van 2016 to Present

A blog that tells the narratives of being transgender, from the south, struggling with hardships, raising children, & working in activism. It shares travel stories, discusses intersectional issues such as race, gender, disability, & LGBT rights issues, as well as lifts up the stories of others.

-References

[Chaiya Mohanty](#) Community Health Associate (714) 222-2955

[Kathy Blazer](#) Parents of Transgender Children Advocate [kathyblazerwilliams@gmail.com](mailto:kathyblazerwilliams@gmail.com)

[Nanci Keller](#) Psychologist (662) 546-0168

**Links:**