

# **Rosalyn Charles**

## **BUSINESS PROFILE**

Reliable, success-driven and competent professional with 6 years' hands-on experience in clerical and executive support tasks. **Well versed in performing a variety of administrative tasks; entering office data, agenda and packet preparation, producing and corresponding reports, and maintaining and updating office records. Proficient in maintaining office/staff calendar and distributing mail. Excellent verbal and written communication skills. Utterly dedicated to utilize earned skills in the field of administration by working effectively and consistently. Able to work well on my own. Specially trained to work dynamically in professional environment.**

Seeking an Admin Assistant position making the most of extensive office management, communication, record-keeping and a variety of other skills to contribute to the success of prospective employer.

## **AREAS OF EXPERTISE**

### **ADMINISTRATIVE MANAGEMENT**

- Knowledge of principles and practices of public administration and supervision
- Maintain a high degree of morale and efficiency by providing ongoing support and motivation to the reporting staff at the Youth Resource Center.
- Maintain office/staff calendar. Ability to work independently, organize work, set priorities, meet deadlines, and complete assignments.
- Management of budgets and grants, including seeking grants and funding sources, writing proposals and preparation of other required reports.
- Familiarity with public agency open government requirements, including the California Public Records Act and Ralph M. Brown Act.

### **COMMUNITY EDUCATION AND EMPOWERMENT**

- Knowledge and familiarity of the City of Seaside community and neighboring jurisdictions.
- Work effectively and develop cooperative working relationships with the City Council, City Manager, City Staff, members of the public, assigned boards, commissions or committees, and community and business groups.
- Able to be a proactive and enthusiastic spokesperson that is able to effectively promote the City's efforts for youth violence prevention and intervention.
- Knowledge of risk factors that lead to youth violence, gang involvement and activities, community dynamics and history.
- Ability to generate passion and enthusiasm to inspire others to achieve solid results.
- Desire to promote the mission, values, and standards of an effective organization.

### **COMMUNITY COLLABORATION AND PARTNERSHIP**

- Ability and experience building alliances and partnerships
- Plan and coordinate City and community events related to youth plans and programs.
- Engage in problem solving and pursuing community goals in a collaborative and team environment.
- Knowledge of principles, techniques, and methods of community development, volunteer management, marketing, and community relations.
- Awareness of the Office of Juvenile Justice Delinquency Prevention Comprehensive Gang Model.

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## EMPLOYMENT

Fort Ord Reuse Authority <b>Administrative Assistant</b>	<b>2012 – June 2016</b>
Emmanuel Church of God In Christ (part-time) <b>Finance Officer</b> <b>Grievance Coordinator</b>	<b>2014 – Present</b>
First Baptist Church Pacific Grove <b>Pastoral Assistant</b>	<b>2010 - 2012</b>
Check-n-Go <b>Assistant Manager</b>	<b>2009 - 2010</b>
Amity Foundation Prison Project Substance Abuse Program <b>Case Manager/Transition Coordinator</b>	<b>2004 – 2006</b>
Children Services International Girl's Group Home <b>Case Manager</b>	<b>2002 – 2004</b>
Monterey Peninsula Unified School District <b>Physical Education Instructor</b>	<b>1991 – 2001</b>

## EDUCATION

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY – Monterey, Ca  
Bachelor's of Arts Degree in Liberal Studies

MONTEREY COMMUNITY COLLEGE – Monterey, Ca  
Associate's Degree in General Studies

## REFERENCES

Available Upon Request