

# Jessica Charlene McKillip



## PROFESSIONAL SKILLS

---

Passionate Leader  
Non-Profit Fiscal & Grant Management  
Public Speaking & Positive Communications

Strong Community Relationships  
Effective Collaborator & Motivator  
Creative Problem Solver

## TECHNICAL SKILLS

---

Adobe Suite  
Google Suite  
Facebook & Instagram

Microsoft Office Suite  
Transportation Software on Salesforce  
QuickBooks

## COMMUNITY ENGAGEMENT

---

Monterey Salinas Transit Mobility Advisory Council – 2021-23 Chair, Member 2018 - present  
Monterey County's Area Agency on Aging Council – Legislative and Advocacy Chair, Executive Committee 2019 – present  
American Legion Auxiliary – Monterey Cypress Unit Chaplain 2021- present, Member since 2015  
Junior League of Monterey County – 2022-23 Fundraising Committee Chair, Member 2017 - present  
Marina Rotary Club – 2021-22 Community Grant Project Lead, Member 2012 - present  
Monterey County Young Professionals Group (MCYPG) – Board Member June 2017- 2019  
Salinas Valley Food & Wine Festival - Event Chair 2015, Committee Member 2010 - 2016  
Marina Chamber of Commerce – Board President 2012, Member 2010 to 2014

## PROFESSIONAL EXPERIENCE

---

### Independent Transportation Network Monterey County

*Executive Director – March 2018 to Present*

- Manage day to day operations and transportation needs including support to staff and volunteers
- Communicate and collaborate with Board of Directors on mission focused projects and programing
- Ensure financial stability by managing a budget of \$600,000 while increasing our existing grant funds
- Securing national foundations and local donors to grow organizations sources of revenue
- Develop community needs based projects with local governmental and non-profit organizations
- Represent the agency in regional forums to assure relevant resources for senior needs are prioritized

### The Club at Crazy Horse Ranch – Salinas, CA

*Director of Human Resources, Accounting, and Administration - February 2016 to May 2018*

- Executed all general accounting and office duties including AR/AP, Payroll, Health Benefits
- Oversaw all Human Resource records, trainings & reviews, ensuring labor regulation compliance
- Identified company needs and department deficiencies to improve overall operations
- Delivered monthly membership and financial reporting to management and Investor Board

### Oldtown Salinas Association (OSA) - Salinas, CA

*Executive Director- July 2013 to January 2016*

- Executed fiscal management, organized AR/AP, community, and federal grant funding/reporting
- Directed all staff duties, business member relations, and contracted projects
- Administered a budget of \$200,000, including community and federal grant writing and accountability
- Scheduled all Board of Directors meetings, prepared agendas, minutes, and committee work

**Hartnell College Department of Foster & Kinship Care Education - Salinas, Ca**

*Independent Learning Program Manager- May 2014 to December 2014*

- Led collaborative monthly meetings while coaching youth to present topics & develop self-esteem
- Unified teaching curriculum outcomes that met or exceeded state and federal funding requirements
- Improved transitional youth service needs and tracking data in collaboration with local organizations

**JCM Management Services- Marina, CA**

*The Oldtown Marketplace Certified Farmers' Market- February 2013 to December 2014*

*Natividad Medical Center Farmers' Market- March to November 2011 & Jun to October 2010*

*Everyone's Harvest Marina Certified Farmers' Market- September 2008 to December 2010*

- Managed all aspects of event operations, contracts, and complied with all local & state regulations
- Increased and quantified event participation; Instituted numerous new community events and personally supervised all aspects of the events, including a 100% safety record
- Developed budgets, secured sponsorships, and organized all event logistical elements

**City of Marina Recreation & Cultural Services Department- Marina, CA**

*Partnership Program Recreations Lead – July 2012 to June 2013*

- Improved outreach efforts for the City of Marina Business Partnership Program within community
- Organized and facilitated all program tracking - business solicitations, renewals, and quarterly reports
- Built positive relations with business sponsors, regional non-profits and community leaders

**Healthy Eating Lifestyle Principles Inc. (HELP) - Monterey, CA**

*Program Manager- June 2008 to March 2010*

- Implemented and executed first ever high school course programs/curriculum to at-risk youth
- Managed youth & adult education programs- participant tracking, attendance reports, class activities
- Expanded grant writing awards, improved reporting, ensured accurate budget and expense reports
- Facilitated school presentations, classroom workshops, and educational activities with staff

**YWCA of Monterey County Pathways Program- Seaside, CA**

*Operations Supervisor- January 2002 to April 2004*

- Supervised high school based at-risk youth program & trained program mentors
- Maintained grant writing, annual program reporting, and participant tracking with annual follow up
- Evaluated participant compliance with program and requirements to achieve individual mentor goals

**EDUCATION****Leadership Salinas Valley Class XXXII Graduate**

Rose Garden Memorial Dedication Ceremony - Leadership Project

**January – June 2014**

*May 2014*

**California State University Monterey Bay**

Bachelor of Arts - Department of Collaborative Health & Human Services

Dual Major: Public Health & Social Work

**Fall 2000- Spring 2008**