

Cecilia C. Cruz

1705 Flatbush Avenue
Brooklyn, NY 11207

cccruz1@msn.com

(718) 456-4321
Cell: (570) 807-2041

COMMUNITY & ORGANIZATIONAL DEVELOPMENT EXECUTIVE

**Coalition & Community Building • Diversity Planning & Training • Fundraising • Grant Writing
Program Development & Management • Strategic Analysis & Planning • Volunteer Services • Marketing
Database Management • Productivity Improvement • Promotions & Special Events**

- A strategic thinker with the vision and ability to prioritize and meet goals.
- Organized, results-oriented, motivated senior manager skilled at working with senior staff, professionals, consultants, volunteers, and community leaders at all levels – federal, state and local.
- Able to implement all phases of complex projects, from concept to concrete results.

CAREER HISTORY

**COLLEGE OF THE CITY OF NEW YORK, GRADUATE SCHOOL FOR
PUBLIC AFFAIRS & ADMINISTRATION**

2003 to 2004

Adjunct Faculty

Instruct students on how to develop long-range plans for the operation of a human service program, formulate a theoretical base, incorporate empirical research results extracted from related literature, and develop a written proposal to fund a program.

COMMUNITY LIVING CONSORTIUM, INC., Brooklyn, NY

1994 to 2004

\$50 million behavioral healthcare agency providing residential and rehabilitation services to individuals and families with psychiatric and developmental disabilities.

Vice President, Corporate Community Relations

Directed the Diversity and Person Centered Planning Initiatives in preparation for CARF (The Rehabilitation Accreditation Commission) accreditation. Developed RFP for workshops as well as the agency-wide plans for Cultural and Linguistically Appropriate Services (CLAS); and Asset based Community Building (ABCD). Devised training modules in cultural sensitivity, culturally competent healthcare and community building. Served as a Member of the Executive Management Team, and led cross-functional teams. Hired, appraised performance, and terminated staff. Published annual report, directory of services and quarterly newsletters.

- Increased fundraising revenue by 350%; raised \$350,000 by managing various fundraising activities directly, including organization's annual banquet and golf outing.
- Formulated, executed and leveraged strategic plans that increased productivity.
- Designed and coordinated public education programs to decrease stigma and increase public understanding and acceptance of people with psychiatric and developmental disabilities.
- Developed the Community Relations, Volunteer Services, and Development Policy Manuals.
- Initiated strategies that strengthened social networks between the agency's neighboring host communities and the organization's community programs.
- Increased organizations exposure to ethnic communities by 400%.
- The Neighbor of Choice Award, Community Resource Notebook, and Community Guide Programs
- Increased contacts by 400%; initiated and designed a database.
- Increased philanthropic and professional learning opportunities for individuals who were interested in assisting people with mental and developmental disabilities.

OFFICE OF THE COMPTROLLER OF THE CITY OF NEW YORK, New York, NY

1992 to 1993

Brooklyn Borough Coordinator

Established strategic relationships with local service providers; civic, merchants, block associations, and government officials for the Comptroller. Represented Comptroller at community events, hearings, meetings.

- Developed social networks between and among the Comptroller's Office, the local community and faith-based organizations.

REP. CHARLES E. BROWN, MEMBER OF CONGRESS, Brooklyn, NY

1988 to 1992

District Director

Served as Chief of Staff and senior congressional aide, key adviser and trouble-shooter. Managed staff of 16. Developed goals, missions, and operating plans for the year, and term, resetting priorities as circumstances changed. Coordinated and oversaw all office operations and represented Congressman at community events, hearings, meetings, etc. Determined office personnel policies for the district office in accordance with congressional rules and regulations. Hired and managed all aspects of staff performance and development. Prepared the overall office budget, both payroll and expenses, managed the office finances and monitored obligations and payment of expenditures from office accounts.

- Initiated and established the Member's policy-related district-wide Commissions on Hispanic Affairs, the Environment, Education, and Health.
- Reorganized casework and constituent services; increased multilateral achievement of staff performance objectives by 2000%.
- Monitored the staff's compliance with ethics, and congressional rules and regulations that applied to staff.
- Coordinated and supervised assigned interns, and coordinated military academy appointments.

NEW YORK CITY BOARD OF EDUCATION, New York, NY

1987 to 1988

Teacher

Taught Health Learning, which included mental health and human anatomy, and English.

CITYWIDE MAINTENANCE & CONSTRUCTION, LLC, Brooklyn, NY

1985 to 1987

\$4 million construction and building maintenance business.

Senior Executive Assistant

- Restructured financial management systems; designed and implemented a projected management system and supervised all staff activities.

NEIGHBORHOOD YOUTH ALLIANCE, Brooklyn, NY

1982 to 1985

\$2.5 million community-based agency consisting of after school, truancy prevention, summer day camp, senior citizen's transportation and G.E.D. programs.

CEO & Executive Director

- Reorganized services; increased multilateral achievement of staff performance objectives 200 %.
- Designed and developed workshops that increased the organizing skills and abilities of community residents to coordinate local block associations, street fairs, and voter registration drives.

EDUCATION

MSW, Yeshiva University, Wurzweiler School of Social Work, 2005

Masters in Public Administration, Baruch College School of Public Affairs, 1987

BA, Psychology, York College, City University of New York, 1982

FELLOWSHIPS/INTERNSHIPS

Social Work Intern, 2004 - 2005

BEDFORD BASIN LOCAL DEVELOPMENT CORP., Brooklyn, New York

Developed the organizing skills and abilities of community residents to facilitate anti-predatory lending campaign for a community development corporation.

Served as an Advocate for a broad coalition to contend with predatory lending,

Introduced the social action process to community residents.

National Urban/Rural Fellow (NUF), 1986 - 1987

KINGS COUNTY HOSPITAL CENTER, Brooklyn, New York

One of 20 professional managers selected nationwide for an accelerated masters program.

Evaluated a \$350 million municipal hospital to improve service delivery.

Reorganized key hospital departments, based on service analysis.