

**PROFESSIONAL EXPERIENCE:**

**Director of Programming**

2019 to February 2021 – Full Time

FreshStart Visions

North Charleston, SC

Oversee daily operations at reentry center which provides transitional housing, employment, mentoring and support for inmates transitioning from incarceration to the community. Directly supervise employment director, case manager and all volunteers. Provide direct oversight and delivery of character-based classes for inmates incarcerated within the S.C. Dept. of Corrections. Target programming for inmates within 18 months of release and refer for reentry planning and housing. Track recidivism data on all inmates participating in classes; plan and deliver curriculum; recruit and train volunteers. Implement use of risk assessments and application of “best practices” in reentry programs, specifically focusing on criminogenic factors of education/employment and criminal thinking.

**Program Director**

2016 – 2017 – Part Time

FreshStart

North Charleston, SC

Oversaw daily programming at non-profit residential reentry center for convicted felons transitioning from incarceration to independent living. Reviewed all inmate applications, conducted intake and assessment, coordinated with community resources, provided and managed individual counseling, house meetings, crisis intervention, and training of volunteers. Developed and implemented pilot program at MacDougall Correctional Institution, focusing on character/employability traits and preparation for transition to employment; facilitated role play using cognitive-behavioral therapy; served as lead facilitator and volunteer recruiting/training for weekly classes inside prison. Began as a volunteer and was hired.

<b><u>Challenge</u></b>			<b><u>Course</u></b>			<b><u>Facilitator</u></b>
2016	–	2019;	2021	–	Part	Time
Charleston County Parks & Recreation						

Facilitator in outdoor experiential setting at James Island County Park Challenge Course. Lead groups through problem solving and team building challenges, both on the ground and on high course static belay system. Customized group initiatives to maximize their experience and meet individual and group goals.

**Adjunct Faculty**

The Citadel, Criminal Justice Dept.

2012 – 2016 – Part Time

Charleston, SC

Planned, organized, and presented lesson plans to college students in several core courses including Intro to Criminal Justice, Corrections, and Criminology. Particular emphasis was provided on practical application of concepts via field scenarios and site visits, incorporating 30 years of professional experience in the criminal justice field into the classroom.

**Supervising U.S. Probation Officer**

2002 – 2015 – Full Time  
United States Probation Office  
Charleston, SC

Supervised unit of (7) probation and pretrial services officers and (2) administrative support staff. Served five District Court and two Magistrate Judges. Solely responsible for quality control/accuracy and workflow in presentence investigation, pretrial bail report preparation, and post-conviction supervision case management. Case assignment and review, risk assessment application, ensured coverage of all hearings, direct liaison to the judiciary on all court-related matters. Remained current in 4<sup>th</sup> Circuit and Supreme Court case law, federal sentencing guideline application, knowledge of community resources for substance abuse and mental health treatment. Assessed and referred post-conviction offenders to drug court, reentry court, and prison preparation classes. Trained and developed both entry level and senior probation and pretrial services officers. Addressed all personnel development and/or performance problems. Organized, hosted, and served as trainer for annual federal sentencing guideline training seminars. Served as faculty for the Federal Judicial Center, Washington, DC, providing training to entry-level U.S. Probation officers and Supervising U.S. Probation Officers. Internship coordinator, including recruitment, interviewing, and training of all college and graduate students interning at the U.S. Probation Office in Charleston.

### **United States Probation Officer**

1994 – 2002 – Full Time  
United States Probation Office  
Charleston, SC

One year in supervision unit; monitored caseload of approximately 70 offenders, general case management and planning, field visits, collateral interviews, financial investigations. Developed mental health caseload. Transferred to presentence unit in 1995; produced 60 presentence reports annually, knowledge of U.S. Sentencing Guidelines, Monographs, and criminal codes and statutes. Promoted to Sentencing Guideline Specialist in 1999. Served as in-house authority regarding U.S.S.G., handled most complex cases, lead writer, kept abreast of case law and at times, performed peer review. Promoted to supervisor in 2002.

### **Mental Health Counselor II**

1994 – Full Time  
Charleston County Mental Health Center  
Charleston, SC

Counselor in alternative school/day treatment program for emotionally disturbed youth. Provided individual, group, and family therapy and made regular home visits using a systemic approach. Monitored daily progress and status of all clients, including medical compliance. Assisted in supervising (2) mental health clinicians.

### **Program Director**

1991 – 1993 – Full time  
South Carolina Dept. of Juvenile Justice, North Charleston, SC

Directed federal grant through Dept. of Health & Human Services, which targeted drug abuse prevention among runaway and homeless youth. Developed and managed program including hiring and training of staff; delivery of services; clinical assessments; individual, group, and family counseling; fiscal operations; administrative reports.

## **EDUCATION:**

*Master of Education* • The Citadel, Charleston, SC (1993)  
*Bachelor of Arts* • University of South Carolina, Columbia, SC (1986)

**LEADERSHIP & TRAINING:**

New SUSPO Program, Faculty, 2005 - 2015, Federal Judicial Center, Washington, DC

New Officer Orientation, Faculty & Design Team Member, 1998 – 2002, FJC

Professional Education Institute (PEI) Design Team Member, 2003

District of South Carolina Review Team, 2009, (lead SUSPO)

U.S. Sentencing Guidelines Seminars, trainer, since 1997

Outdoor Education/Challenge Course Facilitator, 2016-2017

**COACHING & DEVELOPMENT:**

StrengthsFinder 2.0, Tom Rath; Gallup Organization

Situational Leadership, Ken Blanchard

Enneagram Prison Project; working toward certification as a guide